George Brown
The City College

82/83

GEORGE BROWN

CONTINUING EDUCATION

1912 – North East corner of King and Yonge.
Photo credit: City of Toronto Archives.

George Brown
The City College

A Welcome From The President

George Brown College believes that providing educational opportunities for part-time studies is an important part of our mandate. Education is a life-long pursuit, and in these times of constant change more and more people are returning to the "City College" to update their education or learn new skills.

In our 1982-83 Continuing Education calendar you will find hundreds of courses designed to meet your personal needs. Whether it be career development, leisure education, or personal development courses, we have tried to meet your needs. Over 20,000 part-time students took advantage of this opportunity last year and we hope to have you with us in September of 1982.

At George Brown College, your success is our success.

D. E. Light

Douglas E. Light
President

The James Collection

Our cover and separating pages feature a few of the pictures from the heritage "James Collection" and are reproduced in this calendar with the permission of the City of Toronto.

William James (1866-1948) was one of Toronto's most noted photographers and is recognized as a pioneer in the field of press photography. His collection has a strong human interest appeal, for few of his pictures were "posed", giving an informal but accurate documentary of the past.

Originally from England, Mr. James started his career in Toronto as a photographer in 1906 at the age of 40. The Toronto Star was one of the major clients for his pictures which he took and sold daily. For many years Mr. James developed all his prints in his basement after walking to and from his assignments. His collection grew to include some 56,000 negatives.

In 1976 the William James collection was purchased by the City of Toronto. Now housed in the archives at City Hall, the 6,000 photographs provide us with a historic graphic record of Toronto's past.

We believe that the mood and tone of Toronto during the 1920's is very aptly captured by the pictures we have selected for inclusion in this calendar and we hope that you enjoy them.

George Brown College wishes to express its appreciation to Mr. Scott James, City Archivist and his staff, for their assistance in researching the photographs used in this publication.

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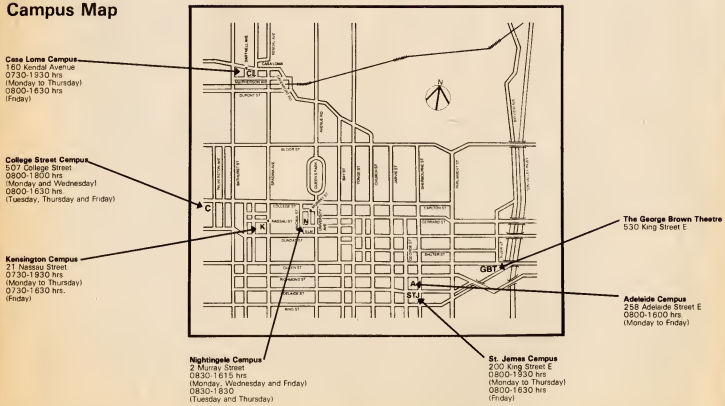


Registration

George Brown makes it easy for you to register by offering two methods of registration. Choose the method most convenient to you, and register as soon as possible because course enrolment is limited and our policy is to accept registrations on a "first come first served" basis.

Mail-In

Save time by using the mail-in registration-application form **on the inside beck cover** of the calendar. Complete the form with your personal information (we keep it confidential) and the course information from the calendar. Be sure to include full payment for tuition and materials fees by cash, money order or cheque.
Registrations will not be accepted without full payment.
Mail the completed registration-application and payment to:

Campus Administration Office

The George Brown College of Applied Arts
& Technology
P.O. Box 1015, Station 'B'
Toronto, Ontario
M5T 2T9

Note: The name of the campus where the course will be held must appear on both the registration form and your envelope. Mail-in registrations must be received at least two weeks before the course begins.

Walk-In

Are you right around the corner from the campus where your course will be conducted? Then personal registration could be the most convenient for you. Simply select your course(s) and go to the campus location(s) where it/they will be held. Be sure you have your social insurance number with you. Each campus has its **own registration hours** as indicated on the map. Page No. 2. Full payment by cash, money order, cheque or VISA/ Chargex will be accepted. The college will not invoice third parties or defer payment of fees for students who are receiving financial aid or tuition reimbursement, or for any other reason. Payment is due in full at the time of registration.

Registration should take place 2 weeks prior to the start date of the course(s) selected.

Fee Receipts

A pink registration receipt bearing a cash register imprint is your official receipt and must be carefully retained for admission into classes, for income tax purposes and for transfers or withdrawals.

Walk-in registrants will receive their receipts immediately.

Mail-in registrants will receive their receipts by mail or at the first scheduled class of their course(s).

No duplicate receipts will be issued so please do not destroy, misplace or lose your "pink slip".

Confirmation of Registration

Walk-in registrants will receive confirmation of registration at the time of registration and fee payment.

Mail-in registrants will not receive notification of acceptance but should proceed to the campus location where the course is to be held on the start date indicated. If your mail-in registration-application **cannot** be accepted, you will be notified by mail or telephone.

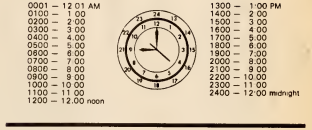
Room Location

All registered students will find the room locations of their course(s) posted in the main lobby of the campus where the course(s) is to be held on the first scheduled class night. For assistance in locating the room please go to the Campus Admissions or Campus Manager's Office.

How to Reach Us

967-1212

Every department at George Brown is connected to this one number. Call us and ask for the department or service you need.



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Irene Adler

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This calendar is published some months before the commencement of the new year. George Brown College therefore reserves the right to change programs, fees and regulations at any time, and to withdraw courses and/or programs which are under-enrolled.

All information in this calendar was prepared and approved in June 1982.

General Information

Admission Raquirements

Canadian citizenship or landed immigrant status is required. Foreign students with Student Authorization and special permission may be considered — ask at the Campus Admissions office.

Advancad Standing

Are you working towards a certificate or diploma program on a part-time basis? Do you already have the equivalent to part of that program as a result of studies at another educational institution or through related work experience? If the answer to these questions is "yes", you may be eligible for advanced standing that allows you to begin the program at your level of previous experience and avoid a repetition of course work.

For more information, call 967-1212 and ask for the **Counselling Department** at your campus.

Books and Supplies

Any books or supplies you will need for part-time courses can be purchased at the Campus Bookstores. Your instructor will indicate whether any books are required for the course during the first scheduled class. For your convenience, the bookstores will remain open in the evenings for approximately two weeks at the beginning of each semester. For more information call 967-1212 and ask for the Bookstore at your campus.

Certification

Many of the courses in this calendar can lead to College Diploma or Certificates. Others may lead to certification or accreditation by external professional or licensing bodies.

In both cases requirements will be clearly outlined in the course information. For further information contact the **Counselling Department** at your campus.

Counselling

Need some help in making a decision? Counselling services located at each campus will provide you with educational, vocational and personal counselling.

Coursa Cancellation/Changes

George Brown College reserves the right to cancel or suspend courses, combine classes, change instructors or limit enrolment.

Course cancellation will take place only if registration/enrolment falls below the required minimum. Every effort will be made to notify students by phone at the number(s) provided on the registration-application form.

A full refund including the $5.00 registration fee, will be made if a course is cancelled. Please allow four weeks for processing and mail delivery.

Day-time Studies

Would you prefer to attend classes during the day? Some subjects offer registration in regular day classes although continuing education is normally confined to evening hours. For more information call 967-1212 during the day and ask for the Chairman of the relevant program or inquire at your Campus Admissions Office.

Fees

Fees must be paid in full at the time of registration. Payment may be in the form of cash, cheque or money order made payable to: George Brown College. Walk-in registrants have the additional option of VISA/Chargex payment. Post-dated cheques cannot be accepted.

Financial Assistance

Do you need some financial help with your part-time program? To find out whether you may be eligible call or visit the Student Services Office at 500 MacPherson Avenue, 967-1212.

Foreign Students

Students who are not Canadian citizens or landed immigrants must obtain permission to register from the Department of Immigration. For more information call 967-1212 and ask for the part time Admissions Office at the campus where the course you are interested in is offered. Please note that the fee for courses where the tuition fee is set by the Ministry of Colleges and Universities may be revised upward within the fiscal year.

Grades/Credits

All registrants will receive a part time certificate including a short description of the course approximately one month after their course has ended.

These certificates may indicate grades received using the letter or pass/fail systems. Some will simply indicate complete/incomplete status and the system used will depend upon the type of course or program chosen.

Inclement weather/ College closings

Announcements will be broadcast on radio stations C.B.L. (740) and C.F.R.B. (1010) if inclement weather or an emergency forces class cancellation. If make-up classes are required due to class cancellation, these will be arranged between instructors and students for a mutually convenient time.

Income Tax Exemption

You will receive a pink registration receipt bearing a cash register imprint in the amount of your course fees upon walk-in registration, by mail, or during the first scheduled class of your course. This is your official receipt for income tax purposes and since it is the only receipt you will receive, please ensure that you retain it.

Materials fees are not eligible for taxation deduction purposes.

Parking

All the George Brown Campus locations are in the heart of downtown Toronto and parking at or nearby each campus may be difficult. The Toronto Transit System provides excellent service to each campus and we encourage you to take TTC instead of driving. Call TTC information for the most direct route from your home or office to any of our campuses.

Prerequisites

Course prerequisites specified in the course information are firm minimum requirements. Whether the prerequisite stated is equivalent experience or another course, proof of successful completion must be supplied. For more information contact **your campus** Admissions Office.

Senior Citizens

If you are 65 years of age or older, you may register in any of the courses contained in this calendar for the nominal registration fee of $5.00 plus any applicable materials fee. Simply provide us with proof of age when you register using normal walk-in or mail-in procedures.

Transfers

Course transfer or change requests will be accepted only if made before the third scheduled class date and if space is available. Requests for transfer or change must be made in person or in writing and must be accompanied by the registration receipt "pink slip".

Transfers will be considered as a withdrawal from the first course and a registration in the second. The $5.00 registration fee from the first course is forfeited and full fees will apply to the second course chosen.

Withdrawal and Refund Policy

Requests for refund or course withdrawal must be made in person or in writing at the Campus Admissions Office before the third scheduled class date. You must present your registration receipt "pink slip" before any refund will be made. Non-attendance at classes does not constitute an automatic notice of withdrawal.

Fees will be refunded except for the $5.00 registration fee and a charge of $5.00 per scheduled class to a maximum of $10.00, depending on how many classes have passed at the time of the refund request, regardless of whether or not the student attended classes. Where a materials fee has been paid, refunds will depend upon the amount of materials already used by the student during classes.

Please allow four weeks for the processing and mail delivery of College refund cheques. Refunds will be made only by College cheque.

1911 – Looking north on Bay Street.
Photo credit: City of Toronto Archives.

ARCHITECTURAL

Drafting (Architectural)

Blueprint Reading for the Construction Trades — DR 931

Monday and Thursday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Credit toward ARDR 610 and 620
Intended for those working in all branches of the building trades and serves as a foundation for further study
Course Content: Orthographic projection, dimensions, pictorial drawing, drawing to scale, symbols and conventions, standard construction plan study, construction details, plan reading and interpretation Introduction to metric drawings

Start dates:
September 27, 1982
January 24, 1983

Drafting (Engineering)

Blueprint Reading for the Welding Trade — ENDR 572X

Tuesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

The aim of this course is to provide welders with a basic understanding of blueprint reading
Course Content: A study of orthographic and pictorial drawing systems Freehand sketching; sketches of welded parts using multiview projection and basic dimensioning principles A study of welded detail and assembly blueprints, including auxiliary views, scale drawings, shop notes, dimensions, tolerances, small tool operations, sectional views and conventional practices. The interpretation of welding symbols

Start date:
September 28, 1982

Technicial Drawing — Part 1 — ENDR 901

Thursday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

An introduction to drawing office practice, including instruction in the use of instruments, lettering, linework, applied geometry, third angle orthographic projection, oblique and isometric drawings, freehand sketching, conventions and symbols, sections, tolerances, limits and fits, surface roughness, gears, cams, pipe fittings and layouts, electrical drawings, layout and assembly drawings.

Start date:
September 30, 1982

Process Piping Drafting — Part I — ENDR 903

Wednesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Basic knowledge of mechanical drafting, ENDR 901 or equivalent.
The purpose of the course is to introduce to the draftsperson the specialized techniques of process piping drawing.
Course Content. Introduction to orthographic and pictorial piping drawing using single and double line representation, including piping symbols, fittings, valves, piping standards and classifications, schematics and flow diagrams Materials, fabrication and simplified piping layout.

Start date:
September 29, 1982

Process Piping Drafting Part II — ENDR 929

Monday and Wednesday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Successful completion of ENDR 903.
This course will enable the student to apply the basic principles learned in ENDR 903 to a piping project and study in more detail design features involved in a typical project.
Course Content. The student will complete a typical piping project, making layouts, system detail drawings, hanger locations, and necessary schedules and bills of materials

Start date:
March 14, 1983

Blueprint Reading for Machine Trades — ENDR 910

Tuesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

The aim of this course is to provide tradesmen with a basic understanding blueprint reading
Course Content: A study of orthographic and pictorial drawing systems Freehand sketches of machine parts using multiview, isometric and oblique projections. The interpretation of industrial blueprints including notes, specifications, dimension, tolerances and surface finish

Start date:
September 28, 1982

Blueprint Reading for Millwrights — Part 1 — ENDR 912

Tuesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

The purpose of this course is to provide tradesmen with a basic understanding in blueprint reading.
Course Content: Basic drafting principles; instruments, line work, pencil drawing techniques. The three-view drawing system. Principal views and single auxiliary views Freehand sketching Basic dimensioning principles The study of blueprints typical of the trade.

Start date:
September 28, 1982

Blueprint Reading for Millwrights — Part 2 — ENDR 913

Tuesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Part 1 — ENDR 912 or equivalent
This course is intended for tradesmen who wish to obtain a greater knowledge of trade blueprint reading
Course Content: Advanced studies of blueprints, auxiliary views, sectional views, dimensioning systems, classes of machine fits and tolerances; manufacturing processes and material specifications; fastening devices, welding symbols; structural steel, standard shapes; structural layouts, piping drawings, theory of drives, spur and bevel gearing, couplings, "V" belts, hydraulics, use of industrial catalogues, the study of shop and field installation drawings.

Start date:
September 28, 1982

Heating

Warm Air Heating and Air Conditioning — HT 900

Wednesday, 1800-2100 hrs.
Casa Loma Campus
72 hours
Fee: $77.00

This course provides the student a fundamental background in system design and application on residential warm air heating and air conditioning systems with the option to write the external H R.A. system design examination.
Course Content: Fundamentals of heat transfer, humidity and humidity control, heat loss and heat gain calculations by H R.A. method, using the H R.A. manuals, elements of system design (duct sizing, selection, comparison) introduction to system balancing

Start date:
September 29, 1982

ARCHITECTURAL

Gas Fitter II — HT 907

Monday and Wednesday, Tuesday and Thursday, 1900-2200 hrs. and 1800-2100 hrs.
Casa Loma Campus
90 hours
Fee: $95.00

This course provides the student the necessary background in trade theory and practice to write the Fuel Safety Branch Gas Fitter II License examination.
Course Content: Properties of natural gas and combustion fundamentals, gas physics (flow and pressure), gas meters and regulators, gas piping, gas venting, the atmospheric burner, principle of gas controls and control systems, gas conversion burners (installation and service techniques), flue gas analysis and combustion efficiency, general appliance requirements, review of codes and regulations.

Start dates:
September 27 & 28, 1982
January 31, & February 1, 1983

Gas Fitter I — HT 910

Monday and Wednesday, Tuesday and Thursday
1830-2130 hrs.
Casa Loma Campus
90 hours
Fee: $95.00

Prerequisite: Permanent Gas Fitter II License.
This course provides the student the necessary background in trade theory and practice to write the Fuel Safety Branch Gas Fitter I License examination.
Course Content: Properties of the gas flame and flame detection, flame safeguard system and terminology, non programming flame safeguard controls, fundamentals of controls (on-off, high-low-off, modulating-off), required C.G.A. valve train assemblies and components, limit controls and interlocks, programming flame safeguard controls, gas fired boilers (classification, firing systems, multiple boiler hook-up). Boiler and burner installation requirements (piping, venting and code requirements), flue gas analysis and combustion and boiler efficiency, introduction to process gas heating equipment.

Start dates:
Saptember 27 & 28, 1982
January 31 & February 1, 1983

Oil Burner II — HT 913

Monday and Wednesday, 1900-2200 hrs.
Casa Loma Campus
90 hours
Fee: $95.00

This course provides the student the necessary background in trade theory and practice to write the Fuel Safety Branch Oil Burner II License examination.
Course Content. Properties of fuel oil, theory of combustion, fuel oil firing systems, fuel pumps, nozzles, air handling components, ignition components, tanks and piping, combustion chambers and chamber materials, air and hot water temperature controls, combustion controls, control systems, service and installation practices, flue gas analysis and combustion efficiency, retro fitting and upgrading of existing systems, review of codes and regulations.

Start date:
September 27, 1982
January 31, 1983

Energy Management for Commercial Buildings — HT 914

Monday
1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00

This course provides a basic background in the techniques of energy management for commercial buildings
Course Content. Introduction to energy cost, fundamentals and application of energy auditing, preventative maintenance techniques associated with energy management, quick fix and retro fitting, introduction to computerized control.

Start date:
September 27, 1982

Propane Carburation (Automotive) — HT 91B

Monday, Wednasday and Friday
1900-2200 hrs.
Casa Loma Campus
15 hours
Fee. $35.00

Course Content: Propane containers and fittings, approved transfer hoses, required approved components, liquid solenoids, vacuum switches, vaporizers, regulators, air horns, adapters for straight conversion, dual fuel conversion for "over-the-road" vehicles.
Note: Based on demand, other classes at a later date will be scheduled.

Start date:
September 13, 1982

Propane Gas — AP 902

Monday and Wednesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

This course provides the student the necessary background in trade theory and practice to write the Fuel Safety Branch Propane Gas Fitter "S2" License examination.
Course Content: Properties of propane gas, basic requirements for field approved appliances, propane piping and tubing requirements, review of ventilation and combustion air, general requirements for appliance storage and handling, cylinder filling, location and storage, propane tanks, accessories and equipment, transports, tank trucks and the transportation of propane, propane as an engine fuel, vaporizers, indirect and direct fired cylinder systems for highway mobile vehicles, basic domestic gas burner controls and heating system, domestic hot water heaters.

Start dates:
September 27, 1982
January 31, 1983

Masonry

Bricklaying — MAS 900

Tuesday and Thursday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Course Content. The tools, equipment and materials used by the bricklayer, types and sizes, characteristics of bricks, types and preparation of mortars using various bonding agents in all weather, layout of walls, pilasters and piers using various bonds.

Start dates:
September 28, 1982
January 18, 1983

Microwave Ovens — AP 909

Monday and Thursday
1800-2100 hrs.
Casa Loma Campus
24 hours
Fee: $29.00

Review of basic electricity including emphasis on: Relays, Transformers, Capacitors. Introduction to basic solid state electronics including Diodes — varistors, S.C.R.'s — surge resistors, Triacs, Transistors, Magnetrons, High voltage circuitry, Control circuitry, Variable power, Door interlocks, Electromagnetic spectrum, Properties of microwaves and their reaction with various materials, Oven cavity construction, Door construction, Chokes and door seals, Stirrers, Turntable, Blowers, Safety procedures, Service procedures, Use of survey meters for leakage testing, Basic microwave cooking.

Start date:
January 10, 1983

Plumbing

Plumbing Basic — PLUM 900

Monday and Wednesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

This course is intended to provide an introduction to domestic plumbing theory and practice Instruction will be given in pipe materials and fittings.
Course Content: measurement, basic house design, trapping and venting Some "hands on" skills will be demonstrated and students given the opportunity to use the common pipe fitting tools

Start dates:
October 4, 1982
January 17, 1983

Plumbing Qualification — PLUM 902

Tuesday and Thursday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Persons eligible to write the Provincial Certificate of Qualification are required to possess a fairly thorough knowledge of plumbing theory in order to be successful. This course is designed to be a refresher for people who have already trained and/or require upgrading It is general in scope and includes review of the provincial plumbing code.

Start dates:
September 28, 1982
January 18, 1983

ARCHITECTURAL

Plumbing Design and Installation **PLUM 904**

Tuesday and Thursday
1800-2100 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Prequisite: Ontario Certificate of Qualification in Plumbing.
In order to obtain a master's plumbing licence, examination is required. In addition to comprehensive knowledge of the provincial plumbing code the candidate is expected to be familiar with such related areas as pertinent labour legislation, application of discounts, overhead and profits, and material take-off. The course is designed to encompass such areas in preparation for examination.

Start data:
Septembar 28, 1982

Air Conditioning

Air Conditioning Design I **AIR 900**

Wadnesday, 1800-2100 hrs.
Casa Loma Campus
72 hours
Fee: $77.00

This course provides the student the basic theory and application of system design for air conditioning systems as to H.R.A. standards.
Course Content: Fundamentals of heat transfer, humidity and humidity control, heat gain and heat loss calculations by H.R.A. method using the H.R.A. manuals, elements of system design and application (duct sizing, equipment selection, comparison), introduction to system balancing, application of air conditioning equipment.

Start date:
September 29, 1982.

Air Conditioning Residential and Small Commercial **AIR 905**

Monday and Wednasday
1900-2200 hrs.
Casa Loma Campus
90 hours
Fee: $95.00

Prerequisite: Employment in the heating or air conditioning industry as journeymen or equivalent.
This course provides the student a fundamental background in the theory and practice of residential and small commercial air conditioning systems and equipment.
Course Content: Fundamentals of refrigeration, compressors, condensers, evaporators, tubing and connections, standard operating procedures (evacuation, charging, leak testing), electric motors, motor starters and overloads, electric and control circuits, circuit testing and trouble shooting, winter operation, equipment selection, installation and start-up procedures, air problems and measurement, service analysis.

Start datas:
September 27, 1982
January 31, 1983

Pneumatic Controls **AIR 907**

Thursday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00

Prerequisite: Employment in the Heating and Air Conditioning industry as a journeymen or equivalent.
Course Content: Introduction to pneumatic control circuits, typical applications to radiation, central fan heating, fan coil units, induction units, and year round air conditioning systems.

Start date:
September 30, 1982

Appliance Servicing

Appliance Servicing Part I (Electrical Fundamentals and Ranges) **AP 903**

Tuesday and Thursday,
1800-2100 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

This course provides the student a basic background on electrical theory and practice as applied to major appliances with particular stress on electrical ranges.
Course Content: Nature of electricity, basic electrical quantities, Ohm's Law and its application, electrical circuits, magnetism and electromagnetism, electrical circuitry and fault finding, motors, power and heating effects, electrical measuring instruments, various switching devices, theory and test procedures of conventional ranges.

Start datas:
September 28, 1982
January 18, 1983

Gas Appliances **AP 900**

Tuesday and Thursday,
1830-2130 hrs.
Casa Loma Campus
60 hours
Faa: $65.00

Prerequisite: AP 903 or equivalent
Gas ranges, classification and types, gas range adjustment and servicing, tip burner adjustments, simmer adjustments, low temperature oven burner adjustments; oven heat control, broiler adjustments, burner valves, range pilots, by-pass flame adjustments, dryer operation, dryer controls, thermostat, timer, door switch, solenoid valve, warpe safety switch, dryer installation, gas connection, testing and fault finding, miscellaneous appliances.

Start date:
October 5, 1982

Appliance Servicing Part II (Domestic Refrigeration) **AP 904**

Tuesday and Thursday,
1800-2100 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

This course provides the student a basic background on theory and repair practice for domestic refrigerators, freezers and window air conditioners.
Course Content: Fundamentals, compression system of refrigeration, refrigerants, liquid feed devices, evaporators, compressors, condensers, electric motor controls, defrosting methods, food preservation, evacuating and charging, conditioners, circuit tracing, fault finding, service and analysis.

Start dates:
September 28, 1982
January 18, 1983

Appliance Servicing Part III (Laundry Equipment) **AP 905**

Monday and Wednesday
1800-2100 hrs.
Casa Loma Campus
60 hours
Fee: $90.00

Prerequisite: Satisfactory completion of AP 903 or equivalent.
Course Content: Theory and operation of automatic washers, dryers, and dishwashers, fault finding and repair procedures, circuit tracing service analysis.

Start date:
September 27, 1982

ARCHITECTURAL

Carpentry

Cabinat Making Elementary **CAR 900**

Tuesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Course Content: This course is for the beginner home craftsman who wishes to learn the simplest joinery methods and woodworking practices used in furniture and cabinet making. Upon completion, the student should be able to develop and layout their own projects at home using the construction details provided in this course.

Start date:
September 28, 1982

Carpentry for tha Homeownar — Basic **CAR 901**

Thursday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00

Course Content: This course is for the handyman who is interested in the proper use of portable power and hand tools for projects usually found around the home or cottage, such as hanging and trimming doors, installing locks and all those other jobs and repairs that require the knowledge of simple, but efficient carpentry work.

Start dates:
Octobar 7, 1982
January 20, 1983

Carpantry for the Journeyman **CAR 902**

Wadnesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Employment in the carpentry trade.
Course Content: Roof framing — equal pitch, basic stair building and national residential building code. Approximately 20 hours classroom theory, 40 hours practical.

Start date:
September 29, 1982

Construction

Principles and Testing of Concrete Matariels **CO 914**

Thursday
1900-2200 hrs.
60 hours
Fee: $65.00

This course has been prepared for persons who intend to work in engineering laboratories and for those who are presently employed in those sections of the construction industry where a sound knowledge of concrete is essential.
Course Content: Mineral aggregates: CSA test — moisture content, sieve analysis, sampling aggregates, scratch hardness. Portland cement: History, manufacture and types of Portland cement. Principles and testing of concrete: mix design, air-entrained concrete, slump test, air test, cylinder test, beam test, production, batching, mixing, delivery, additives, joint responsibility tools for placing and finishing, concrete slabs, placing concrete, curing concrete.
Nota: All testing is in accordance with CSA specifications.

Start date:
October 7, 1982

Drafting (Architectural)

Architactural Drafting — Part I **DR 900**

Monday and Wednesday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Course Content: Drafting equipment and procedure, Canadian symbols and conventions, foundation and floor plans for various types of construction, site plans, typical wall section, window details, door details, stair details. Introduction to metric drawings.

Start datas:
Septembar 27, 1982
January 24, 1983

Architactural Drafting — Part II **DR 901**

Monday and Wednesday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Prequisite: Successful completion of Part I, emplyment in architectural drafting at the junior level, or graduation at the grade 12 level in architectural drafting.
Course Content: Planning drawing layout; presentation drawing in the form of rendered plan and elevation; drawing plans, elevations, full sections, details and structural drawings of commercial or industrial buildings.

Start date:
April 11, 1983

Architactural Art and Presentation — Part 1 **DR 902**

Monday and Wadnasday
1900-2200 hrs.
Casa Loma Campus
30 hours
Faa: $35.00

Prerequisite: Successful completion of DR 900 or equivalent, employment as a draftsperson or illustrator, or graduation at the Grade 12 level in Architectural Drafting.
Course Content: One and two point perspective, freehand approach and office method, interior and exterior sketching projects, shades and shadows, delineation techniques of furniture, trees, grass, etc. use of pencil, pen, markers and letratone.

Start date:
April 11, 1983

Refrigeration

Refrigeration — Part I **REF 900**

Tuesday and Thursday
1900-2200 hrs.
Case Lome Campus
60 hours
Fee: $65.00

Course Content: Refrigeration fundamentals and principles, compression system of refrigeration, properties of refrigerants, metering devices, expansion valves, evaporators, condensers, compressors, flow equipment, electric controls and control valves, lubrication, servicing (charging and evacuation), trouble shooting problems, shop demonstrations of silver brazing

Start dates:
September 28, 1982
January 18, 1983

Refrigeration — Part II **REF 911**

Mondey and Wednasday,
1800-2100 hrs.
Casa Lome Campus
90 hours
Fee: $95.00

Prerequisite: Successful completion of REF 900 or equivalent experience.
Course Content: Review of fundamentals, electricity as applied to basic circuits and components, defrost methods, time clocks, compressor drives, test instruments and application, piping, temperature and pressure control, refrigeration application, humidity control, cold storage, basic psychrometric analysis, secondary refrigerants, liquid cooling, motor starting (relays, starters, contractors) and motor overload protection, heating and cooling thermostats and trade safety.

Start detes:
Saptamber 27, 1982
January 31, 1983

Refrigeration — Part III **REF 902**

Tuesday and Thursday
1830-2130 hrs.
Casa Loma Campus
90 hours
Fee: $95.00

Prerequisite: REF 901 or REF 911
Course Content: Roof top condensers; piping systems, chillers, heat pumps, symbols, starters and contactors, packaged units, humidifiers, dehumidifiers, air cleaning equipment, electronic and curtain, odour control, load calculations, commercial and air conditioning, psychrometric analysis, selection of equipment, introduction to pneumatic systems, control circuitry, trouble-shooting, safety

Start date:
Septembar 28, 1982

ARCHITECTURAL

Stationary Engineering

The Stationary Engineering courses are structured into modules encompassing the required subject content to prepare the student to write Ministry examinations for accreditation towards certification. However, enrollment in any of these courses does not automatically entitle the student to write the Ministry examinations. It is the responsibility of the student to determine eligibilty with the Ministry of Colleges and Universities.

It is recommended that Part A of each course should be completed before Part B; however, Part B can be taken concurrently with Part A.

Stationary Engineer STAT 901A
1st Class — Part A

Wednesday, 1800-2100 hrs.
Casa Loma Campus
100 hours
Fee: $105.00

Course Content: B611 — power plant applied science; B612 — power plant chemistry; B617 — power plant statics and fluids.

Start date:
September 29, 1982

Stationary Engineer STAT 901B
1st Class — Part B

Monday, 1800-2100 hrs.
Casa Loma Campus
100 hours
Fee: $105.00

Course Content: B613 — power plant boiler auxiliary codes; B614 — power plant refrigeration and air conditioning; B615 — electrical and instrumentation; B616 — power plant applied mechanics (turbines).

Start date:
September 27, 1982

Stationary Engineer STAT 902A
2nd Class — Part A

Monday, 1800-2100 hrs.
Casa Loma Campus
100 hours
Fee: $105.00

Course Content: B621 — power plant applied science; B622 — power plant chemistry; B625 — power plant electrical and instrumentation.

Start date:
September 27, 1982

Stationary Engineer STAT 902B
2nd Class — Part B

Wednesday, 1800-2100 hrs.
Casa Loma Campus
100 hours
Fee: $105.00

Course Content: B623 — power plant boiler auxiliary codes; B624 — power plant refrigeration and air conditioning; B626 — power plant mechanics (turbines); B627 — blueprint reading.

Start date:
September 29, 1982

Stationary Engineer STAT 903A
3rd Class — Part A

Tuesday, 1800-2100 hrs.
Casa Loma Campus
90 hours
Fee: $95.00

Course Content. B631 — power plant applied science; B632 — power plant chemistry; B635 — power plant electrical and instrumentation.

Start date:
September 28, 1982

Stationary Engineer STAT 903B
3rd Class — Part B

Thursday, 1800-2100 hrs.
Casa Loma Campus
90 hours
Fee: $95.00

Course Content B633 — power plant boiler auxiliaries; B634 — refrigeration and gas compression; B636 — power plant mechanics

Start date:
September 30, 1982

Stationary Engineer STAT 904A
4th Class — Part A

Thursday, 1800-2100 hrs.
Casa Loma Campus
90 hours
Fee: $95.00

Course Content: B641 — power plant science; B642 — power plant chemistry, B645 — power plant electrical and instrumentation.

Start date:
September 30, 1982

Stationary Engineer STAT 904B
4th Class — Part B

Tuesday, 1800-2100 hrs.
Casa Loma Campus
90 hours
Fee: $95.00

Course Content: B643 — power plant boiler auxiliaries, B644 — power plant refrigeration and air conditioning; B646 — power plant applied mechanics

Start date:
September 28, 1982

Structural Steel

Structural Steel Drawing STR 900

Monday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

This course introduces the fundamentals of structural steel design and fabrication drawing as determined by the Canadian Institute of Steel Construction standards in limit states design (SI units) and structural shop drafting SI units).
Course Contents: Building design and construction procedure, detailing of beams, girders, columns, base plates, girts, cross bracing and other building members bolted and welded connections, bill of materials and miscellaneous construction details.

Start date:
September 27, 1982

Structural Steel Design STR 901

Thursday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

This course has been structured to meet OACETT (Technology Level) requirements using limit state design in metric units.
Course Content. Loads, forces; moments; structural systems, analysis and design; limit state design tension members; axially loaded compression members, the effective length concept, beams, beam-columns; plate girders; composite design; connections, trusses, and bracing

Start date:
October 7, 1982

Surveying

Construction and Engineering Surveying — Part I SURV 900

Tuesday and Thursday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite Reasonable hand-eye co-ordination for the manipulation of small parts.
This course provides the student with the fundamental techniques of construction and engineering surveying.
Course Content: History and uses of surveying; units of measurement; use of basic drafting equipment; drafting from sample field notes; distance measurement; levelling and contours, care and use of engineer's transit; preparation and interpretation of site plans

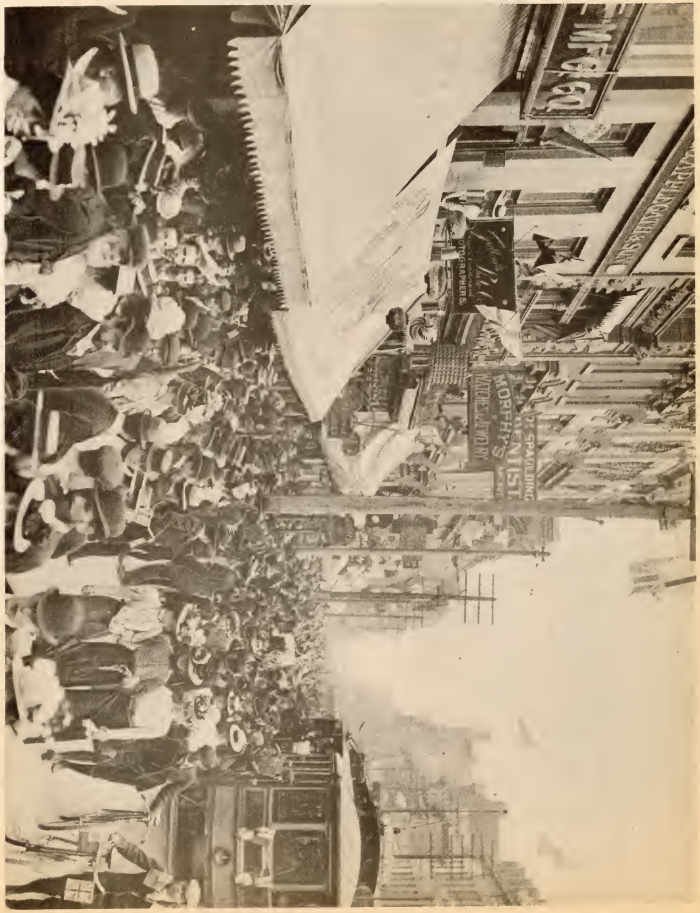
Start date:
September 28, 1982

Construction and Engineering Surveying — Part II SURV 901

Tuesday and Thursday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: SURV 900 or equivalent.
This course uses techniques learned in SURV 900 to develop methods of solving common on-site problems.
Course Content: Azimuths and bearings; solution of triangles; circular geometry, roads and layout, sewers and sewer layout' building layout; grades and drainage.

Start date:
January 18, 1983



BUSINESS & COMMERCE

Business and Commerce

The Business and Commerce Division is offering a number of Part Time Certificate Programs.

These Programs comprise a number of compulsory subjects as well as one or more electives. The following pages feature outlines of the various programs. Course descriptions can be found under the subject area i.e. ACC under ACCOUNTING or E.D.P. under ELECTRONIC DATA PROCESSING.

NOTE: Register for Part Time Programs or Courses at St. James Campus only.

Certificate Programs are available in:

1. **Accounting**
2. **Business Manegamant**
3. **Records Management**
4. **Secretarial Practica**
5. **Markating**

Part Time Certificate Progrem in Accounting

This program is designed for persons who wish to acquire a thorough knowledge of the main aspects and facets of accounting. It will be of particular interest to those who are already working in junior positions in that field. However, the program is also valuable to all persons interested in a general career in business administration.

Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses:
4 compulsory, 2 electives

Compulsory for Accounting
ACC 100X —
Introduction to Accounting
ACC 102X —
Accounting II
ACC 202X —
Cost Accounting I
EC 903 — Economics

Electives for Accounting
BUS 900-A
Business Management I
BUS 900-B
Business Management II
ENG 201X*
English and The Business World
OMDP 902-A
Ontario Business Law I
OMDP 902-B
Ontario Business Law II
EDP 900
Introduction to E.D.P.
Any other E.D.P. Course.

**"English and the Business World" is a compulsory subject for all students whose native language is not English. Information about this course can be found in the English and Liberal Studies section.*

Part Time Certificate Program in Business Managemant

The prime purpose of this program is to develop potential managers and persons presently employed in junior managerial positions of Canadian businesses.

Entrance requirements for this program are either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses:
4 compulsory, 2 electives

Compulsory for Business Management
BUS 900-A
Business Management I
BUS 900-B
Business Management II
MARK 100X
Marketing
ACC 100X
Accounting I

Elective for Business Management
EDP 900
Introduction to Data Processing
ACC 102X
Accounting II
ACC 202X
Cost Accounting I
ENG 201X*
English and The Business World
OMDP 902A
Ontario Business Law I
OMDP 902B
Ontario Business Law II
OMDP 907
Effective Supervision
— Human Relations
EC 903
Economics

**"English and the Business World" is a compulsory subject for all students whose native language is not English. Information about this course can be found in the English and Liberal Studies section.*

Part Time Certificate Program in Secretarial Practice

This program will appeal to applicants who wish to embark on a career in the stenographic/secretarial field as well as those who wish to refresh old skills in order to return to office positions.

Entrance requirements for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Coursas:
5 compulsory, 1 elective

Compulsory Courses
TYP 905
Advanced Typing
SHP 900A&B
Pitman Shorthand — Theory
SHP 901**
Pitman Shorthand — Speed
ENG 201*
English and the Business World
RM 900
Introduction to Records Management

Elective Course — One of the Following
OMDP 902A
Ontario Business Law I
OMPD 902B
Ontario Business Law II
DIC 505X
Machine Transcription
EDP 900
Introduction to Data Processing
MARK 100X
Marketing
BOK 552X
Bookkeeping
RM 901
Advanced Records Management

**"English and the Business World" is a compulsory subject for all students whose native language is not English. Information about this course can be found in the English and Liberal Studies section.*

***Can be waived if student attained 100 wpm in SHP 900.*

Part Time Certificate Program in Records Managemants

This program, offered in cooperation with the Association of Records Managers and Administrators, may be of interest to all people who are presently involved in the management of business communications, EDP records, files, forms and reports, records system and procedures, retention, protection and disposal of vital records.

Persons aspiring to Management positions in these areas should find that this program is particularly helpful.

The six course certificate program consists of the following:

Compulsory Coursas
RM 900
Introduction to Records Management
RM 901
Advanced Records Management

Elective courses — Choose a minimum of two coursas from the list balow
RM 902
Forms Management
RM 903
Manuals Management
MICRO 900
Microfilm for Your Business
FORMS 900
Forms Design
FORMS 901
Procedural Analysis

Choose a maximum of two courses from the general Business and Commerce offerings

BUSINESS & COMMERCE

Part Time Certificate Program in Markating

This program will interest those who are presently employed in the marketing side of business. It will afford them an opportunity to become more rounded in the field of marketing and it may help them to advance in their careers. The program will also appeal to those who are not yet employed in the field, but have a keen interest in the subject.

The program is anything but theoretical. Lecturers are chosen from business and will bring a vast marketing experience to the students. This, combined with textbook studies and case analysis will prepare the student for practical application of his knowledge.

The six-course course certificate program consists of the following:

Compulsory Courses
MARK 100X
Marketing — Introduction to
MARK 205X
Marketing Management I
MARK 904
Advertising — Introduction to
MARK 905
Retail Management — Introduction to

Elective Coursas
MARK 202X
Marketing Research and Information Systems
MARK 903
Industrial Marketing
LAW 900
Marketing Law
MARK 906
Consumer Behaviour

Accounting and Bookkeeping

Accounting I — ACC 100X

Tuesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

Prerequisite: BOK 552 or equivalent.

This course will cover the basic concepts and methodology of accounting as applied to either a service or merchandising business. Income measurement and valuation problems will also be studied. Major topics will include: the accounting equation; balance sheet preparation; income statement preparation; the end-of-period process; cash and receivables; inventory and plant and equipment.

Note: Students enrolled in the "Part-time Certificate Program in Accounting" must obtain a "B" standing in order to proceed further.

Start dates:
September 21, 1982
January 18, 1983
April 26, 1983

Accounting II — ACC 102X

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Faa: $47.00

Prerequisite: ACC 100X or equivalent.

This course will deal with problems related to sources and uses of invested capital, with analysis and interpretive problems pertaining to financial reporting, as well as, with cost accumulation, cost control and financial planning.

Major topics include: shareholders' equity, dividends and retained earnings, proprietorship and partnership capital, debt financing, investments, statement of changes in financial position, accounting for manufacturing operations, cost, volume and income analysis.

Start datas:
January 19, 1983
April 27, 1983

Bookkaaping I — BOK 552X

Monday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

This course will provide students with a sound knowledge of bookkeeping concepts and procedures which form the basis of any accounting system.

It will allow students to enter the job market in the field of bookkeeping and it will prove to be a solid background for those students who want to continue with more advanced studies of accounting.

Major topics will include: analyzing business transactions affecting assets, liability and owner's equity accounts, as well as, revenue and expense accounts; recording business transactions; the trial balance; posting, adjustments and closing entries; accounting for professional enterprises; financial statements, petty cash and payroll.

Start dates:
Septembar 20, 1982
Janeury 19, 1983
April 25, 1983

Cost Accounting — ACC 202X

Monday, 1800-2100 hrs.
St. James Campus
42 hours
Faa: $47.00

The course is designed for students with an accounting standing equivalent to ACC 100X and 102X, and for those who are currently engaged in the bookkeeping field in industry and who wish to study cost accounting. It is a compulsory subject for students enrolled in the Accounting program.

Course Content: Basic concepts, fundamental principles, materials, labour, and overhead as applied to cost accounting; the above concepts and principles utilized in the solution of simple costing problems and cost accounting techniques employed for the solution of major financial cases

Start dates:
September 20, 1982
January 17, 1983
April 25, 1983

Auditing and Taxation — ACC 205X

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

Prerequisite: ACC 100X and ACC 102X.

Principles and practices of auditing, with particular emphasis on the understanding of a good system's design and the evaluation of internal control. Year-end verifications of assets and liabilities. Income tax act and its regulations. Preparation of individual and corporate tax returns.

Start dates:
September 22, 1982
Janeury 19, 1983
April 27, 1983

Archivas Managamant — 8US 800

Thursdey, 1800-2000 hrs.
St. James Campus
42 hours
Fee: $80.00

The course will provide sufficient knowledge of archival principles and practices to develop in students a basic understanding of the relationship between the archives and records management functions. Students successfully completing the course will be competent to interact with professional archivists in an integrated archives and records management environment, to apply archival methods to historical records in corporate records centres, and to work with professional archivists in establishing and maintaining an archives program. The course will appeal to persons without previous archival training or experience appointed to establish archives programs; museologists and librarians having responsibilities for archival collections; business administrators, records management personnel, file clerks and secretaries requiring knowledge of the proper care and handling of archival records; and graduates and students of the related fields of library science and history.

Start date:
January 20, 1983

Money, Banking and Finance — BUS 906

Monday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

The purpose of this course is to examine the role of money and financial assets in the economy, as well as the operation of the banking system in Canada. The course will focus on the role of the central bank (Bank of Canada) and the influence of its monetary policy on the economy. Other topics will include the structure of the international payments system.

Start dates:
Septembar 20, 1982
January 17, 1983
April 25, 1983

BUSINESS & COMMERCE

Economics **EC 903**

Monday and Wednesday,
1830-2130 hrs.
St. Jamas Campus
90 hours
Fea: $110.00

Course Content: Basic economics and industrial organizations; forms of economic organization and their strengths and weaknesses. Monetary theory: money, credit and banking, Canadian banking system. Forms of business organization and business financing. Supply and demand, business cycles and compensatory countercyclical fiscal policy. Labour economics. Insurance. Civics, organization of federal, provincial and municipal governments.

Start dates:
Saptamber 20, 1982
January 17, 1983
April 25, 1983

Internal Control for Small Business **OMDP 926**
(79-09)

Thursday, 1800-2030 hrs.
St. Jamas Campus
30 hours
Fee: $35.00
Material Fee: $25.00

The course will enable students to understand the flow of cash in a business, the need to control it through a cash control system; to understand bank accounting role in business. It will allow the participants to develop an appreciation for a salary/wage control system.

Start dates:
Saptamber 23, 1982
January 20, 1983
April 28, 1983

Organizational Behaviour **OMDP 927**
(78-10)

Monday, 1800-2030 hrs.
St. Jamas Campus
25 hours
Fee: $30.00
Material Fee: $25.00

The course will enable participants to understand the employee motivation towards achievement or organizational goals. It will help students to achieve the ability to perceive individual and group behaviours in an organizational perspective. It will bring to light the effects of proper usage of power, authority, and leadership. It will help students to recognize the factors directly affecting work satisfaction and performance, and it will encourage participants to modify their behaviour in order to achieve a more efficient management of human resources.

Start dates:
Septamber 20, 1982
January 17, 1983
April 25, 1983

Forecasting: Predicting Sales and Profits **OMDP 929**
(78-03)

Thursday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $30.00
Material Fee: $25.00

This course is designed to introduce and define forecasting. It will explain some of the uses and limitations of market forecasting, as well as the general importance of planning. Implications of customer demand and demand elasticity are other topics covered in the course. A clear understanding of the firm's position within it's environment and an intuitive understanding of what information to include in their checklist is another objective of this course.

Start dates:
September 23, 1982
January 20, 1983
April 28, 1983

Arbitrators' Institute of Canada

The three courses outlined below are offered on behalf of the Arbitrators' Institute of Canada.
Students should wherever possible, register at the Arbitrators' Institute of Canada Inc., Suite 411, 234 Eglinton Ave. E, Toronto, Ontario, M4P 1K5 Tel. 487-8433.

Arbitration I **AR8 750**

Tuesdays, 1900-2130 hrs.
St. James Campus
25 hours
Fee: $125.00
(Includes course materials but not text books.)

Course Content. The Arbitration Act of Ontario, 1970, Amended, 1976, procedures at arbitration; the laws of arbitration, contracts and evidence; the expert witness; hearings and a mock arbitration; case studies, judicial review of arbitration awards. The course will focus on problems raised by the participants.

Start dates:
September 21, 1982
January 18, 1983
April 26, 1983

Arbitration II **AR8 751**

Thursdays, 1900-2130 hrs.
St. James Campus
25 hours
Fee: $125.00
(Includas course materials but not text books.)

Course Content. Organization meeting, review of laws of contract and evidence; the principles of commercial arbitration; the principles of labour arbitration; judicial review of arbitral misconduct. Participant will be encouraged to undertake supervised research.

Start dates:
September 23, 1982
January 20, 1983
April 28, 1983

Arbitration III **AR8 752**

Wednesdays, 1900-2130 hrs.
St. James Campus
25 hours
Fee: $125.00
(Includes course materials but not text books.)

Course Content: General introduction to the Labour Relations Act of Ontario; the certification process; unit appropriate for collective bargaining, representation votes; negotiation of collective agreement, seniority cases, discharge cases; the role of the arbitrator, simulated discharge grievance arbitration; unfair practices, certification where Act contravened, prohibited interference with formation of trade unions; the role of the Ontario Labour Relations Board General Review.

Start Dates:
September 22, 1982
January 19, 1983
April 27, 1983

"R.I.A." — Society of
Management Accountants

The Society of Management Accountants, "The R.I.A.'s" offer a full program of courses at George Brown College, St. James Campus, leading to the Professional Management Accounting Designation — RIA.
Professional accreditation as an RIA management accountant is earned by successfully completing (or receiving exemption from) the examinations based on the academic program. Applicants must also demonstrate an ability to apply that knowledge through a minimum of two years related work experience. This is usually accomplished by students while they are completing their R.I.A. Studies.
Further information can be obtained from the St. James Campus or from the Society at;

Ste 910 — 20 Victoria St.
Toronto, Ontario M5C 2N8
Telephone 363-8191

Business Management I **8US 900A**

Tuesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

First of a two-part course for people in junior or middle management positions. Compulsory subject for the Business Management Certificate (Part-time).
Course Content: Background; orientation, definition of a manager, importance of the environment. Business in Canada; an overview, nature and importance of business history, corporate structures, participation in planning a company. Principles, decision making and policy formulation, organizing and staffing, planning and controlling, communication and directing. Management; qualifications, senior management, first line management, middle management.

Start dates:
September 21, 1982
January 18, 1983
April 26, 1983

BUSINESS & COMMERCE

Businass Management II **8US 9008**

Tuesday, 1800-2100 hrs.
St. Jamas Campus
42 hours
Fee: $47.00

Second part of a two-part course for people in junior or middle management positions. Compulsory subject for students enrolled in Business Management Certificate (Part-time).
Course Content: Functions; production, marketing, financial and personnel functions. Current and future concerns; business and government, international corporations, business in the future.
Case studies for each major topic.

Start dates:
September 21, 1982
January 18, 1983
April 26, 1983

Marketing **MARK 100X**

Wednesday, 1800-2100 hrs.
St. Jamas Campus
42 hours
Fea: $47.00

Course Content: Introduction to basic marketing concepts and practices as related to the consumer; marketing terminology, controllable and non-controllable variables, target market identification by demographic and geographic segmentation.

Start dates:
Saptamber 22, 1982
January 19, 1983
April 27, 1983

Marketing Research and Information Systems **MARK 202X**

Tuesday, 1800-2100 hrs.
St. Jamas Campus
42 hours
Fee: $47.00

Prerequisite: MARK 100X or equivalent.
Designed for the user of information rather than for the technical research specialist, the course emphasizes the definition of decision-oriented information needs and the interpretation of information results. Sampling and measurement techniques are studied. Text, cases, project.

Start dates:
September 21, 1982
January 18, 1983
April 26, 1983

Marketing Management I **MARK 205X**

Thursday, 1800-2100 hrs.
St. Jamas Campus
42 hours
Fee: $47.00

Prerequisite: MARK 100X
This course interrelates elements of the marketing mix that were studied separately in previous courses by comparing various strategies and their underlying causes, relating these to product and price. Text, cases, computer simulation, project.

Start dates:
September 23, 1982
January 20, 1983
April 28, 1983

Marketing Law **LAW 900**

Thursday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $90.00

This course will introduce the student to the legal system as it pertains to marketing.
Major topics covered in the course are:
Federal and provincial jurisdiction; the law and the various forms of business; marketing contracts, the matter; credit; regulation of sales and competition; negligence and product liability; contracts and torts and the marketer should be aware of.

Start Dates:
September 23, 1982
January 20, 1983
April 28, 1983

Retail Advertising Copy Writing (Advanced) **MARK 902**

Tuesday, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $100.00

Prerequisite: MARK 901 or comparable practical experience.
This course is a natural outgrowth of MARK 901. The advanced level of instruction combined with workshops will enhance the students' chances of obtaining full-time employment.
Course Content: Writing copy of regular price, sale, image and institutional advertisements; radio and television writing, direct mail, billboards and posters. Term project will entail creating a complete advertising campaign using all media covered in this course.
Enrollment limited to 16.

Start dates:
September 22, 1982
January 19, 1983
April 27, 1983

Industrial Marketing **MARK 903**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $75.00

The purpose of this course is to develop an understanding and a working knowledge of marketing in the industrial sphere.
The student upon completion of the course will be able to effectively apply the marketing concept to the marketing of industrial products.

Start dates:
September 22, 1982
January 19, 1983
April 27, 1983

Introduction to Advertising **MARK 904**

Monday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $70.00

You may find that an ad gets your attention, but you are not quite sure why. The answer is found in understanding the components of advertising — headline, layout, illustration and copy.
This course will demonstrate how to use each of these components effectively. Additional topics in the course are: The use of consumer research in identifying those people who are most likely to buy, creative strategy (what message to use), selection of appropriate media, pros and cons of using T.V. versus radio versus print.

Start dates:
September 20, 1982
January 17, 1983
April 25, 1983

Introduction to Retail Management **MARK 905**

Thursday, 1800-2100 hrs.
St. James Campus
42 Hours
Fee: $70.00

This course is designed to provide basic retail tools and knowledge to the student. Participants will be encouraged to use their own business as a case study.
Although the course is designed primarily for "people in business", those who are inclined to become "self-employed" or aspire to a retail management position would be well advised to enroll. Experienced instructors who are professional retail managers are able to identify most common problems and deficiencies and can provide solutions and instructions in simple understandable terms.
Course Content: Planning and budgeting; inventory control, merchandising; cost control, security, personnel, advertising and promotion.

Start dates:
September 23, 1982
January 20, 1983
April 28, 1983

BUSINESS & COMMERCE

Consumer Behaviour **MARK 906**

Monday, 1800-2100 hrs.
St. James Campus
42 Hours
Fee: $70.00

Marketing refers to the process of satisfying consumers' needs. This course examines consumers and their motivations relating to purchase decisions.
Course Content: The effects of social class on purchasing behaviour; consumers' acceptance of certain new products and rejection of others; the debate whether consumers are manipulated to buy products they do not really need; personality differences and their effects on purchasing behaviour, attitudes and beliefs — can they be changed by advertisements?

Start dates:
September 20, 1982
January 17, 1983
April 25, 1983

Introduction to Records Management RM I **RM 900**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

Course Content: This basic course is designed to introduce the student to the broad range of subjects covered by Records Management. Lectures, syndicate exercises and discussions will help to define problem areas, possible solutions and benefits that can be gained by better control of all records. Emphasis is on training the student for supervised work.

Start dates:
September 22, 1982
January 19, 1983
April 27, 1983

Advanced Records Management RM II **RM 901**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

Prerequisite: RM 900
Course Content: An in-depth study of the subjects covered in RM 900 will help to develop further previously acquired knowledge. Syndicate exercises and discussion of relevant topics will help to provide the practical background necessary for management positions in the profession.

Start dates:
September 21, 1982
January 19, 1983
April 27, 1983

Forms Management RM III **RM 902**

Thursdays, 1800-2100 hrs.
St. James Campus
42 hours
Faa: $47.00

This course is designed to provide the student with the knowledge necessary to establish and administer a comprehensive Forms Management program.
The course is beneficial to those wishing to increase their understanding of Forms Management as an element of a total Records Management Program, or further their careers within the Forms Management field.

Start dates:
September 23, 1982
January 20, 1983
April 28, 1983

Manuals Management RM IV **RM 903**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

Course Content: Introduction, program elements, production procedure I; production procedure II; effective writing I; effective writing II, caption writing; playscript writing; directives control; supplies; correspondence standards, course review.

Start dates:
September 22, 1982
January 19, 1983
April 27, 1983

Microfilm for Your Business **MICR 900**

Tuesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

This basic course is designed to introduce students to the various facets of micrographics and to provide an understanding of fundamentals in the following areas: computer output microfilm (com); roll microfilm, unit microforms; engineering drawings; micropublishing, equipment available; cost benefit studies, film processing and quality control.
As well, they will have gained and understanding of the basics of producing, processing, duplicating and using the various microforms, roll, jacket, microfiche, and aperture cards. Instruction will also be given in preparing a cost/benefit study, and there will be a session on the various types of equipment available, and how to select the equipment that best suits a particular application.

Start dates:
September 21, 1982
January 18, 1983
April 26, 1983

Procedural Analysis **FORM 900**

Monday, 1800-2100 hrs.
St. James Campus
42 hours
Fea: $47.00

The course will consist of 14 sessions of three hours each, and will introduce the student to the following topics: forms analysis; procedural analysis, typewriter analysis, high-speed printer evaluation, recurring data, flow-charting.
There will be a number of written assignments and class exercises throughout the course, as well as a final examination. (Mandatory course for certificate in Paper-work Simplification. Optional course for certificate in Records Management).

Start dates:
Septembar 20, 1982
January 17, 1983
April 25, 1983

Forms Design **FORM 901**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

This course consists of fourteen sessions of three hours each, and will introduce the student to the following topics: forms management overview, principle of forms design, design standards, developing effective titles, spacing arrangements, paperweights and copy marking.
There will be three tests, one assignment, and a final examination. (Mandatory course for certificate in Paper-work Simplification. Optional course for certificate in Records Management).

Start dates:
September 22, 1982
January 19, 1983
April 27, 1983

Electronic Data Processing

Introduction to Data Processing **EDP 900**

Wednesday or Thursday 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

This course provides an overview of business data processing which will prepare the participant for further study in the areas of programming and systems analysis. Topics include hardware and software features, programming languages, flowcharts, and programming experience.

Start dates:
September 22, 1982
January 19, 1983
April 27, 1983

Cobol I **EDP 101X**

Tuesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

Prerequisite: EDP 900 or equivalent
Language mechanics of COBOL are introduced and students gain practical experience by writing programs to solve business type problems. Emphasis is placed on documentation of programs.

Start dates:
September 21, 1982
January 18, 1983
April 26, 1983

BUSINESS & COMMERCE

Cobol II **EDP 200X**

Tuesday, 1800-2100 hrs.
St. James Campus
42 hours
Fea: $47.00

Prerequisite: A "C" standing in COBOL I or equivalent.
Applications such as accounts receivable and payroll are the subject of programming assignments. Techniques include sorting, summarizing and master file update.

Start dates:
Septambar 21, 1982
January 18, 1983
April 26, 1983

Insurance Courses Leading to A.I.I.C. Designation

"These courses are offered in cooperation with the Insurance Institute of Canada.
An examination fee of $25 per A.I.I.C. subject is collected on behalf of the Institute upon registration. The examination fee for General Insurance Essentials is currently $20.

Principles and Practice of Insurance **INS 911**

Monday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $70.00

Introducing the Insurance business, the organization and operation of Insurance; Law; basic documents — applications, binders and policies, from application to expiry, reinsurance; federal and Provincial controls; production of business, adjusters; underwriters' associations or boards; history, how to read a policy.
Note: This course is a prerequisite for any other A.I.I.C subject.

Start dates:
September 13, 1982
January 3, 1983
April 4, 1983

Insurance on Property I **INS 912**

Wednesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $70.00

Prerequisite: INS 911.
Basic fire insurance policy, extended coverage endorsement; Insurance Act provisions — fire insurance; Fire Statutory Conditions; concepts relating to property insurance, coinsurance, mortgage clauses; dwelling fire insurance coverages; dwelling extended coverage endorsement; introduction to inland marine and multi-peril, general features of inland marine and multi-peril forms and underwriting of these forms; householders' named perils, personal effects floater, fine arts policy, miscellaneous coverages; composite dwelling policy, homeowners' policy, tenants' package policy; co-operatives and condominiums.

Start dates:
Saptambar 8, 1982
January 5, 1983
April 6, 1983

Insurance on Property II **INS 933**

Tuesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $70.00

Prerequisite: INS 911, 912
Business fire coverages; extended coverage endorsements E.C.K.L.J. rating; fundamental principles and purposes of underwriting; practice of underwriting; the mechanics of underwrting; insurance plans; plan drawing; mercantile coverages and commercial coverages designed for specific purposes; bailees; coverages; real property insurance; basic fire policy; survey practice.

Start dates:
Septamber 7, 1982
January 4, 1983
April 5, 1983

Insurance Against Liability **INS 913**

Thursday, 1730-2030 hrs.
St. James Campus
36 hours
Fae: $70.00

Prerequisite: INS 911
The law of Negligence — Common Law — basic principles, the courts, employer and employee, independent contractors, dangerous things, animals, children and parents, damages, liability of owners and occupiers for dangerous land or premises, public authorities, conflict of laws, fatal accidents, defences.
The Law of Negligence — Province of Quebec.

Start dates:
September 9, 1982
January 6, 1983
April 7, 1983

Insurance on tha Parson **INS 934**

Wednesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $70.00

Prerequisite: INS 911
History, types of policies, premiums, multi-party policies, computation of premiums — mortality, interest, expenses; office reserves — policy values, annual statements; savings and protection — uses of policies, effect of taxation; the Insurance Act; underwriting life insurance, business life insurance, pension plans, group insurance, equity investments, agency systems.
Accident and Sickness — history, the Insurance Act, Statutory Conditions; coverages, underwriting, group insurance.

Start dates:
September 8, 1982
January 5, 1983
April 6, 1983

Insurance against Crime **INS 935**

Tuesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $70.00

Prerequisite: INS 911
Definitions, policy conditions; Robbery insurance — interior messenger and paymaster robbery (hold up) policy; Burglary insurance — safe burglary policy, mercantile stock burglary, damage to buildings by burglary or robbery; Theft insurance — church theft, residence theft; Broad form coverage — money and securities policy (broad form); Safe deposit box policies — standard safe deposit box policy (lessee's burglary and robbery cover), lessee's cover (broad form), lessor's cover (blanket insurance), lessor's cover (liability insurance); fidelity, forgery; Package policies — comprehensive dishonesty, disappearance and destruction policy, office — store burglary and robbery, broad form storekeepers, brokers blanket bonds; physical protection; underwriting; rating, claims.

Start dates:
Septambar 7, 1982
January 4, 1983
April 5, 1983

BUSINESS & COMMERCE

Automobile Insurance INS 914

Tuesdey, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $70.00

Prerequisite: INS 911
Introduction and development, and applications in general, applications for Owner's form (S P.F. I); Owner's form — Section A — Third Party Liability; Owner's form — Section B Accident Benefits coverage; Owner's form — Section C — Own damage; General provisions, definitions and exclusions, Automobile insurance law and Statutory Conditions; endorsements which may be used with Owner's form; Non-owned Liability insurance; garage coverages; automobile insurance variations in the provinces; financial responsibility laws; highway victims indemnity funds, absolute liability, filing proof of financial responsibility; facility; compensation without fault; rating, claims.

Start detes:
September 7, 1982
Jenuery 4, 1983
April 5, 1983

Loss Adjustment end Claim Settlement INS 915

Wednesdey, 1730-2030 hrs.
St. James Cempus
36 hours
Fee: $70.00

Prerequisite: INS 911, INS 914
Adjusting in general, the adjuster's obligations, ethics; the contract — definition of terms, types of contract; relationships — waiver and estoppel, non-waiver agreements, proximate cause, without prejudice, reports; subrogation; aids to implementing adjustments — catastrophe plan, arbitration agreements, Insurance Crime Prevention Bureau, guiding principles; first party claims, public liability insurance; products liability; professional liability; bond claims — fidelity and surety; preserving the evidence; litigation; termination of a claim.

Start dates:
September 8, 1982
Jenuery 5, 1983
April 6, 1983

Casuelty Covers INS 943

Thursdey, 1730-2130 hrs.
St. James Cempus
36 hours
Fee: $70.00

Prerequisite: INS 911
Glass Insurance — policy coverage, underwriting, claims; Surety bonds — underwriting terms, principles of suretyship, miscellaneous bonds, contract bonds, fiduciary bonds, administration bonds, underwriting, cancellation, surety claims procedure; Boiler and machinery insurance — history, main classes of objects for insurance, the policy, schedules and endorsements, rating, indirect insurance; Aviation insurance — aviation aircraft liability insurance, underwriting and rating, endorsements, additional coverages, aviation general liabilities, premises and operations liability, hangarkeeper's liability, products and completed operations liability, employer's liability and workmen's compensation, aviation accident insurance, air cargo liability insurance; miscellaneous coverages — water damage insurance, weather insurance, crop hail insurance, livestock mortality insurance, commercial credit insurance.

Start dates:
September 9, 1982
Jenuery 6, 1983
April 7, 1983

Industriel Process Hezards INS 937

Thursdey, 1730-2030 hrs.
St. James Cempus
36 hours
Fee: $70.00

Prerequisite: INS 911, INS 936
Principles and practice of fire equipment; hand operated fire extinguishing equipment; automatic sprinkler protection and other special fire extinguishing equipment; private fire alarm services and equipment; public fire protection.

Start dates:
September 9, 1982
Jenuery 6, 1983
April 7, 1983

Business Interruption INS 940

Monday, 1730-2030 hrs.
St. James Cempus
36 hours
Fee: $70.00

Prerequisite: INS 911, INS 912
Purpose, terminology, insured perils, policy periods — indemnity period, American vs. British approach, insurable interest.
Earnings insurance no co-insurance, gross earnings, insurance, profits insurance, other forms, some practical points, loss adjustment.

Start detes:
September 13, 1982
Jenuery 3, 1983
April 4, 1983

Property Loss Adjustment INS 941

Thursdey, 1730-2030 hrs.
St. James Cempus
36 hours
Fee: $70.00

Prerequisite: INS 911, INS 933
Obligations of the insured and insurance company in event of loss; the adjuster — his investigation and reports; the policy; determining the loss; determining the cause and point of origin of fires; criminal code offences; co-insurance, pro-rata distribution, apportionments; guiding principles, arbitration; miscellaneous coverages, special procedures; business interruption; extended coverage, forms and documents; aids to implementing adjustment.

Start detes:
September 9, 1982
Jenuery 6, 1983
April 7, 1983

Insurence Accounts end Finance INS 916

Wednesdey, 1730-2030 hrs.
St. James Cempus
36 hours
Fee: $70.00

This course is the mandatory last course in the A.I.I.C. program.
Government control of insurance companies; general principles of bookkeeping and insurance accounts, systems and methods, inter-relationship of accounting and statistical departments; books and records of original entry and subsidiary ledgers, general ledger, profit and loss account and balance sheet, premium reserves and loss reserves; collection and credit; agents accounts; reinsurance accounts; statistics, taxation of general insurance companies; investments.

Start detes:
September 8, 1982
Jenuery 5, 1983
April 6, 1983

Building Construction/ Fire Protection end Basic Hezards INS 936

Wednesday, 1730-2030 hrs.
St. James Cempus
36 hours
Fee: $70.00

Prerequisite: INS 911
A comprehensive study of fire hazards in general and building construction, in particular.
Within these terms of reference this course covers the various types of building materials, and treats in descriptive and graphic forms, many types of structure — with special emphasis on fire resistance.
The course draws attention to the study of fire hazards such as those attending heating, lighting, and housekeeping, and to the relationship of these hazards to ignition, combustion — as well as to volatility and flammability.

Start detes:
September 8, 1982
Jenuery 5, 1983
April 6, 1983

BUSINESS & COMMERCE

Bodily Injury Cleims INS 932

Thursdey, 1730-2030 hrs.
St. James Cempus
36 hours
Fee: $70.00

Prerequisite: INS 911, INS 915
Course Content: Investigation and Background, Anatomy, Bodily Injury, Bodily Injury Treatment, Interpretation of Medical Reports, Disability, Rehabilitation, the Evaluation, Negotiation and Settlement of Bodily Injury Claims.

Start detes:
September 9, 1982
Jenuery 6, 1983
April 7, 1983

Casuelty Loss Prevantion INS 938

Tuesdey, 1730-2030 hrs.
St. James Cempus
36 hours
Fee: $70.00

Course Content: Owners' landlords' and tenants' liability: Introduction, inspections, exit requirements, swimming pools, schools, day nurseries and school camps, elevator liability Manufacturers' and contractors' liability.
Crime: Introduction, fidelity bonds, crime inspections, physical protection. Burglar alarm systems: Introduction, burglar alarm equipment and wiring methods, choice of alarm system. Safe and vaults: robbery.

Start dates:
September 7, 1982
January 4, 1983
April 5, 1983

Generel Insurence Essentials — Pert I INS 981

Thursdey, 1730-2030 hrs.
St. James Cempus
36 hours
Fee: $70.00

This course is offered in two sections. The first one deals with structures of the industry, office procedures and automobile insurance. It is designed for persons working in clerical or similar positions and is offered in co-operation with the Insurance Institute of Canada.
Note: No course other than INS 9508 may be taken concurrently with this course.

Start dates:
September 9, 1982
January 6, 1983
April 7, 1983

Generel Insurence Essentials — Part II INS 982

Tuesdey, 1730-2030 hrs.
St. James Cempus
36 hours
Fee: $70.00

Continuation of INS 981 covering personal lines, claims, principles, law and government controls. Upon completion of this second section, credit will be granted for INS 911 and one other optional subject in the A.I.I.C. offerings.
Note: No course other than INS 981 may be taken concurrently with this course.

Start detes:
September 7, 1982
Jenuery 4, 1983
April 5, 1983

License Quelification (Generel Lines Insurence) INS 944

Tuesdey end Thursdey, 1800-2100 hrs.
St. James Cempus
60 hours
Fee: $100.00
(including exemination Fee)
Meteriels: $160.00

Intended for students preparing for agents licensing, non-producer agency personnel, insurance buyers, adjusters, and insurance company staff.
Instructors are drawn from among leading agencies, insurers and allied organizations.
This evening course is equivalent to the 12 day licensing course, given by the I.I.A.B.O. in residence at Lake Geneva and will include visual teaching aids, case studies, group assignments and discussions
Course Content: Principles of insurance, property, business interruption, condominiums, homeowners & tenants, inland transportation, liability, automobile, crime, bonds, boiler & machinery, claims, agency operation and routines.

Starting detes:
September 21, 1982
Jenuery 18, 1983
April 26, 1983

Clerical and Secretarial Skills

Typewriting (Beginning) TYP 901

Monday and Wednesdey, or Tuesday and Thursdey, 1800-2100 hrs.
St. James Cempus
60 hours
Fee: $65.00
Meteriels: $10.00

Prerequisite: Basic knowledge of English
The purpose is to: (a) achieve a mastery of the keyboard using the touch system, plus an introduction to basic typewriting set-ups; (b) achieve 25 w.p.m. on five-minute tests.
Course Content: All the keys will be taught with special emphasis on the touch system (posture, good stroking, rhythm and correct fingering are an integral part.) The names, care, and proper manipulation of the parts of the machine will be introduced as required. Also the rules of syllabication and capitalization, tabulation and letters will be covered.

Start detes:
September 20, 1982
Jenuery 17, 1983
April 25, 1983

Typing Speed Development TYP 902

Monday to Thursdey, 1800-2000 hrs.
St. James Campus
64 hours
Fee: $69.00
Meteriels: $11.00

A course on electric typewriters designed for persons with previous typing experience. A typing speed of approximately 50 w.p.m. is the objective of this course. This will be achieved through remedial and corrective drills as well as sustained timed writings.

Start detes:
September 20, 1982
January 17, 1983
April 25, 1983

Typewriting II (Intermediate) TYP 903

Mondey and Wednesdey or Tuesdey and Thursday, 1800-2100 hrs.
St. James Cempus
60 hours
Fee: $65.00
Meteriels: $20.00

Prerequisite: 20 w.p.m. typing or TYP 901.
Course Content: Basic production skills, for example centering and tabulation. Emphasis will be placed on speed development and remedial work. Speed objective is 35 w.p.m.

Start detes:
September 20, 1982
Jenuery 17, 1983
April 25, 1983

Typewriting III (Advanced) TYP 905

Monday and Wednesdey or Tuesday and Thursdey, 1800-2100 hrs.
St. James Cempus
60 hours
Fee: $65.00
Meteriels: $25.00

Prerequisite: 35 w.p.m. or TYP 901.
The purpose is to: (a) further develop typewriting skills and to concentrate on more advanced typewriting setups; (b) achieve 40 w.p.m. on ten-minute tests.
Course Content: During this course, emphasis will be placed on practical typing of tabulation-tables, and financial statement; centering of menus, programs, announcements; business letters — different styles, placement, carbon copies and envelopes; essential business forms; erasures and corrections; squeezing and spreading; duplicating — the typing of dittos, stencils, and offset masters; skill development to bring the typist up to 50 w.p.m. or better on ten-minute tests

Start detes:
September 20, 1982
Jenuery 17, 1983
April 25, 1983

BUSINESS & COMMERCE

Word Processing I — WORD 201X

Wednesday, 1800-2100 hrs. or Saturday, 0900-1300 hrs.
St. Jamas Campus
28 hours
Fee: $125.00
Meterials: $10.00

Prerequisite: Grade 12 English and 50 wpm in typing (test required)
Course Content: This course is designed for the student who has already substantial office experience and who wishes to acquire the skills to operate word processing equipment effectively. Intensive hands-on-training will be provided on "The Wang system".

Start dates:
Saptember 20, 25, 1982
Jenuery 17, 22, 1983
April 25, 30, 1983

Intermediate Word Processing — WORD 800

Monday, 1800-2100 hrs.
St. Jemas Campus
27 hours
Fee: $125.00
Meterials: $10.00

Continued Training on the Wang System. Introduction to glossary. Students will be able to create, manipulate and print documents using the following functions: Merge, Dual Column and Repagination.

Start date:
September 20, 1982

Pitman Shorthand Theory I — SHP 900A

Tuesday and Thursday, 1800-2100 hrs.
St. James Campus
72 hours
Fee: $77.00

Prerequisites: Grade 12 English or equivalent, 45 w.p.m. in typing
Course Content: Introduction to the theory of Pitman Shorthand, through coverage of short-forms and phrases, laying a good foundation for speed development in subsequent courses.

Start detes:
September 21, 1982
January 18, 1983
April 26, 1983

Pitman Shorthand Theory II — SHP 900B

Tuesday and Thursday, 1800-2100 hrs.
St. James Campus
72 hours
Fee: $77.00

Prerequisites: SHP 900A or acceptable background determined by test.
Course Content: Continuation of the theory, developing of techniques in taking dictation at speeds of up to 100 w.p.m. and transcribing it in mailable form.

Start dates:
Septembar 21, 1982
January 18, 1983
April 26, 1983

Pitman Shorterhend — SHP 906

Monday and Wednasday, 1800-2100 Hrs.
St. Jamas Campus
84 hours
Fee: $115.00

Prerequisite: Typing at 35 w p m. and proficiency in English
This course is based on simplified "Classic Pitman Shorthand" but in it there are approximately 25% fewer rules.
The speed potential of Shorterhand meets the requirements for secretarial positions but shorterhand is not intended for use in court reporting
At the end of this course the student will have mastered all the outlines and short forms and will be in a position to concentrate on the speed development course SHP 901.
After successful completion of both courses, the student should have no difficulty in filling general secretarial positions.

Start dates:
January 17, 1983
April 25, 1983

Pitman Shorthand — Spead Development — SHP 901

Tuesday and Thursday, 1800-2100 hrs.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: SHP 900A & B or equivalent, and 45 w.p.m. in typewriting
To further develop facility in writing shorthand of average commercial difficulty at speeds up to 120 w.p.m., and in transcribing from notes at the typewriter.
Course Content: Development of skill in writing and reading shorthand notes, with emphasis on short-forms and phrases; practice in transcribing notes at the typewriter in acceptable, mailable form.

Start dates:
Septembar 21, 1982
Jenuery 18, 1983
April 26, 1983

Shorthand — Refresher Course — SH 900

Tuesday and Thursday, 1800-2100 hrs.
St. James Campus
84 hours
Fee: $115.00

Prerequisite: Grade 12 English or equivalent; a reasonable knowledge of the theory of any system.
Course Content: Quick review of the principles of Pitman Shorthand; emphasis on facility in the use of short-forms, contractions, intersections and phrases; attention to development of speed.

Start dates:
September 21, 1982
January 18, 1983
April 26, 1983

Data Entry Operator — KP 570X

Monday and Wednesday, or Tuesday and Thursday, 1700-2200 hrs.
or
Saturday 0900-1600 hrs.
St. James Campus
100 hours
Fee: $105.00
Meterials: $45.00

Prerequisite: Grade 10 plus 35 w.p.m. in typing. Foreign students are also subject to an aptitude test.
This course will have the student to a high standard of accurate speed and machine familiarity so that the operator will be able to produce an acceptable quantity of high quality work.
Course Content: Instructions on IBM Models 3742 and 5280 as well as on the UNIVAC 1900 Cade System.

Start datas:
September 20, 1982
Jenuary 17, 1983
April 25, 1983

Skill Development for Rael Estate Secratarias — RE 806

Wadnasday, 1800-2100 hrs.
St. James Campus
21 hours
Fee: $75.00

This course is concerned with the clerical structure of the Real Estate Office, the rules and regulations of a Real Estate Board, and the ways by which a real estate secretary can increase both the company's and his/her own advancement.
Subject Goals: On completion of this course, the student will have a thorough command of the real estate vocabulary, be able to utilize all Real Estate Board forms, have a general understanding of buying, selling and mortgaging, and be an efficient, organized receptionist, secretary or office manager.
Areas of Study:
The Telephone: Basics and essentials.
The Real Estate Board.
Organizational Techniques.
Office Management.

Start dete:
September 22, 1982

BUSINESS & COMMERCE

Ontario Management Development Programs

Certificate in Businass Menegament Studies (Business end Commarca)

This certificate is issued by the Ministry of Education on satisfactory completion of six courses. For information concerning the specific requirements for the certificate phone 967-1212 extension 501.
The course fee includes the cost of materials.

Ontario Business Law I — OMDP 902A (79-051 — 79-060)

Wadnesday, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $35.00
Metariel Fee: $25.00

This course will help students to develop an understanding of the legal aspects faced by Ontario Businesses. It will enable the student to better communicate with lawyers and to apply their advice. Case studies are the prevalent method of instruction.
This course carries a full credit towards the OMDP Certificate in Business Management Studies, OR half credit toward "LAW 200" offered in the day program.

Start datas:
Septembar 22, 1982
Jenuary 19, 1983
April 27, 1983

Ontario Business Law II — OMDP 902B (79-061-79-070)

Wednesday, 1800-2100 hrs.
St. James Campus
30 hours
Fea: $35.00
Matariel Faa: $25.00

Prerequisite: Ontario Business Law I OMDP 902A.
This course is a continuation of Ontario Business Law I. Some of the topics covered are: Transportation; safety; agency; environmental protection; franchising; insurance; bankruptcy; taxation; security.
This course carries full credit towards the OMDP Certificate in Business Management Studies, OR half credit towards "LAW 200" offered in the day program.

Start detas:
September 22, 1982
Jenuary 19, 1983
April 27, 1983

Humen Resources Managamant (73-60) — OMDP 906

Thursday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $30.00
Material Faa: $25.00

Course Content: The purpose of this course is to provide the participants with usable mental tools which will allow them to structure their approach to people within their own organization in a more effective way. Topics covered include: overview, organization planning, motivation, selection of personnel, induction and training, performance and appraisal, compensation, industrial relations, communication and constructing an effective environment

Start detes:
Saptambar 23, 1982
January 20, 1983
April 28, 1983

Effective Supervision — Human Ralations — OMDP 907 (75-01)

Thursdey, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $30.00
Material Fee: $25.00

Course Content: To develop an understanding of the basic needs of people in the work situation. This course will focus attention on the various aspects of the management of people (selection, training, motivation, morale, compensation, union relations, communications). It will establish a framework for the remaining sessions of the course. Topics covered include: understanding people, selection and induction, training and instructing employees, how to train your employees, pointers for supervisors involved in training, developing and maintaining morale, elements of salary administration, effective communications, appraising employee performance, job satisfaction, leadership, planning and organizing for results, resistance to change.

Start datas:
Septembar 23, 1982
Janury 20, 1983
April 28, 1983

Managemant Functions For Supervisors — OMDP 900

Thursday, 1800-2030 hrs.
St. James Campus
25 hours
Modules: $15.00 each (if taken separataly)
Fee: $30.00
Meterial Fee: $25.00

The following modules will be offered in sequence as outlined below every Thursday night for ten weeks. A student taking all modules will be credited with one full course toward the Ministry of Education Certificate.
Course Content: The role of the supervisor, Management process: an introduction; Time Management; Introduction to budgeting; Decision making techniques; Allocating human resources; Meeting management; Interviewing: An introduction; Performance appraisals, Women as supervisors and supervising women.

Start dates:
September 23, 1982
January 20, 1983
April 28, 1983

Work Study I — OMDP 901A (71-02)

Monday, 1800-2100 hrs.
St. James Campus
30 hours
Faa: $35.00
Matariel Fee: $25.00

The course will introduce methods and time study. It will prepare the student for effective participation in a company work study program. It will provide a strong base on which to build experience in analysis.

Start dates:
September 20, 1982
January 17, 1983
April 26, 1983

Work Study II — OMDP 9018 (71-02)

Monday, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $35.00
Material Fee: $25.00

Prerequisite OMDP 901A Work Study I.
Second part of two-part course. Topics included are: Introduction to work measurement; principles of work management; fundamental procedures of stopwatch time study; work sampling theory and application; communications.

Start dates:
September 20, 1982
January 17, 1983
April 25, 1983

Effective Supervision in Administration — OMDP 908 (75-03)

Wednesday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $30.00
Material Fee: $25.00

Course Content: To understand the techniques of flow charting and layout analysis as aids towards improving administration. To appreciate the need for selecting meaningful standards when developing objectives and plans against which performance can be measured and evaluated. To emphasize the role of the administrative supervisor in taking corrective action, making decisions and carrying them out. To encourage the administrative supervisor in self-development in the art and techniques of supervision.

Start dates:
September 22, 1982
January 19, 1983
April 27, 1983

Management Skills in Personnel Selection — OMDP 912 (77-01)

Wednesday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $30.00
Material Fee: $25.00

Course Content: To establish criteria or bench marks against which employers decide to hire. Based on the above, to determine what areas in the selection process are of particular importance. To emphasize the importance of proper selection of employees. To provide an understanding of personnel recruitment and selection techniques. To highlight the importance of planning manpower needs, both with respect to numbers of people and specific job requirements and duties. Topics covered include: Film — "The Employee Turnover Syndrome", selection procedures, application form, position announcement, screening methods, the interview.

Start dates:
September 22, 1982
January 19, 1983
April 27, 1983

BUSINESS & COMMERCE

Purchasing (73-09) **OMDP 913**

Monday, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $35.00
Meteriel Fee: $25.00

Course Content: To understand certain fundamental principles in purchasing which help avoid costly errors and build a more profitable operation. Topics covered include: purchasing and profits, setting purchasing specifications, how much to purchase, basic inventory control and purchasing, selecting suppliers, determining prices, other costs in purchasing, purchasing procedure, value analysis, purchasing outside Canada.

Stert dates:
September 20, 1982
Jenuary 17, 1983
April 25, 1983

How To Start e Small Business (77-10) **OMDP 914**

Thursdey, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $30.00
Meterial Fee: $25.00

Course Content: Starting a small business — choosing a legal form, the business plan. Establishing a business — existing business vs. a new business location and physical requirements. Financial requirements — start-up costs, sources of financing. The marketing process — target markets, sales forecast. Marketing strategy — marketing mix, marketing plan. Management and staffing. Purchasing and inventory control — setting up the system. Financing statements — are they worth the effort. Financial Controls — making figures work for you. Government regulations — municipal, provincial and federal requirements, course review and operations.

Stert detes:
September 23, 1982
Jenuary 20, 1983
April 28, 1983

Reteiling: An Introduction (77-12) **OMDP 915**

Tuesday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $30.00
Material Fee: $25.00

Course Content: This course is designed to familiarize the student with the basic concepts and terminology of retailing. Topics covered include: retailing and financial statements, basic accounting, buying — what and where, terms of sale and pricing, management, planning and controls, financial analysis, location, promotion, personnel selection and personnel training, remuneration.

Start dates:
September 21, 1982
January 18, 1983
April 26, 1983

Manegement For Results (72-07) **OMDP 922**

Wednesday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $30.00
Meterial Fee: $25.00

The objective of this course is to improve managerial skills, to link together both fundamental and advanced concepts of the management process of delegation and job enrichment, and an integrated policy of management by objectives.

Stert dates:
September 22, 1982
January 19, 1983
April 27, 1983

The ABC's of Selling (80-03) **OMDP 923**

Tuesday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $30.00
Material Fee: $25.00

The course will provide students with an understanding of what "professionalism" is in selling, and what is meant by "customer's needs".
It will help participants to recognize the importance of knowing their competition, and to offer some guidelines for researching product information. Students will come to understand the importance of closing a sale effectively by knowing when and how. They will appreciate the importance of presenting a product well; and what are some of the techniques of a successful demonstration.

Start detes:
September 21, 1982
Jenuary 18, 1983
April 26, 1983

Inventory Menegement (78-05) **OMDP 924**

Tuesday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $30.00
Material Fee: $25.00

Students will learn to define and understand the role of inventory management in a firm as well as the components and composition of inventory. Participants will be able to appreciate the importance of maintaining proper inventory levels in operations and to adjust them when required. It will familiarize participants sufficiently with the concepts and systems of inventory management; to enable them to manage inventory more effectively in their own work environments

Stert dates:
September 21, 1983
January 18, 1983
April 26, 1983

Fundementels of Finenciel Menegement (78-02) **OMDP 925**

Wednesdey, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $30.00
Meterial Fee: $25.00

This course will enable students to understand what an Income Statement presents It will also teach students how to prepare "break-even" information using at least one of three methods — "Preparation", "Application" or "Limitations". It will acquaint students with "cash budgeting" as a management tool, the preparation of cash budgets, and ways by which management uses cash budgets.

Stert dates:
September 22, 1982
Jenuery 19, 1983
April 27, 1983

1908–14 – An afternoon at Queen's Park.
Photo credit: City of Toronto Archives.

COMMUNITY SERVICES

Community Services

Addiction Counsellor Diploma Program

This program is offered on a part-time basis to men and women who are unable to attend a full-time course of studies. Preference is given to students who are already employed in the field of addictions or related areas

Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9, Telephone 967-1212, local 363.

An admission interview is required; details of registration will be made available to those accepted in the program. Preference is given to students taking full requirements for the Diploma in the available format each year, that is taking four courses each term excluding field practice.

The requirements for the diploma must be completed within five years.

Courses on Wednesday are offered between 1400-2030 hours.

The following courses must be completed in order to obtain the Diploma:

AD100X — Field Practice
AD101X — Human Growth and Behaviour
AD102X — Group Process
AD103X — Social Services, Problems and Issues
AD105X — Basic Studies in Addictions
AD106X — Theory, Methods and Practice of Counselling
AD107X — Counselling Practice Laboratory
AD200X — Field Practice
AD201X — Human Growth and Behaviour
AD202X — Group Process
AD206X — Theory, Methods and Practice of Counselling
AD208X — Ethics, Values and Professionalism
AD209X — Research and Independent Studies
AD211X — Community Practice
AD212X — Field Work Seminar
PHYS104X — Pharmacology and Physiology
SOC107X — Sociology
SOC207X — Sociology of the Family

Human Growth & Behaviour **AD 101X**

Wednesdey, 1730-1900 hrs.
Nightingale Campus
42 hours
Fee: $75.00

A sequential view of the process of human growth and personality development as a means to develop some understanding of the physical, sociocultural and emotional aspects of development throughout the life span and the tasks of each life stage.

Start date:
September 15, 1982

Group Process **AD 102X**

Wednesday, 1530-1700 hrs.
Nightingale Campus
42 hours
Fee: $75.00

A combination of structured activities and unstructured group experiences encourage growth in self-awareness, communication and effective interpersonal relating skills. Empathy, confrontation, acceptance, active listening, congruence and group awareness are emphasized.

Start date:
September 15, 1982

Pharmacology end Physiology **PHYS 104X**

Wednesday, 1530-1700 hrs.
Nightingale Campus
21 hours
Fee: $40.00

Within this combined offering, the student is helped to understand the way in which common chemicals of abuse such as alcohol, heroin, amphetamines and barbituates are ingested by the body, the parts of the body affected and the physical and emotional behaviours induced.

Start date:
January 12, 1983

Basic Studies in Addictions **AD 105X**

Wednesday, 1400-1530 hrs.
Nightingale Campus
21 hours
Fee: $40.00

The various and conflicting definitions of alcoholism are examined. A historical review looks at both cultural and legislative responses to chemical abuse, prevention and problem definition. Included is an overview of religious, medicinal and recreational use of chemicals.

Start date:
September 15, 1982

Theory, Methods and Practice of Counselling **AD 106X**

Wednesday, 1900-2030 hrs.
Nightingale Campus
42 hours
Fee: $75.00

The basic concepts of counselling are introduced followed by an examination of twelve different treatment theories including Rogers, Perls, Ellis, Berne, Glasser and Freud. Various techniques used in practice in individual, family and small group treatment will be demonstrated. Skills in assessment, planning, contracting and evaluation are emphasized through role playing and case presentation.

Start date:
September 15, 1982

Ethics, Values and Professionalism **AD 208X**
Wednesday, 1530-1700 hrs.
Nightingale Campus
21 hours
Fee: $40.00

This subject provides an opportunity for the student to become aware of the values and value conflicts involved in being a counsellor and how these values relate to professional practice

Start date:
Januery 12, 1983

Group Process **AD 202X**

Wednesday, 1730-1900 hrs.
Nightingale Campus
42 hours
Fee: $75.00

A further experience of group interaction with an opportunity to explore group leadership skills.

Start date:
September 15, 1982

Sociology of the Family **SOC 207X**
Wednesday, 1400-1530 hrs.
Nightingale Campus
21 hours
Fee: $40.00

The concepts of Sociology are employed to look at family functions of courtship, marriage, single parent and separation across cultural differences. Also the sociological examinaton of the impact of chemical abuse on family and community is highlighted.

Start date:
January 12, 1983

Community Practice **AD 211X**

Wednesday, 1530-1700 hrs.
Nightingale Campus
21 hours
Fee: $40.00

The purpose of this subject is to expand the students' understanding of care beyond the individual client or client group. Means of finding common points on intervention for prevention, early detection and education are explored. Students explore the potential for staff to become agents for change within and between agencies and examine the means of affecting these changes through program review and development. Increase of service through use of volunteers, para-professionals and ex-clients moving towards neighbourhood support is also considered

Start date:
September 15, 1982

Field Work Seminar **AD 212X**

Wednesday, 1730-1900 hrs.
Nightingale Campus
42 hours
Fee: $75.00

The seminar provides for the third year part-time student on opportunity to integrate the academic and practice through sharing experiences, demonstration of treatment modalities unique to the agency, role playing to break blocks in relationships and other experiential exercises. The opportunity for consolidation of the three years is important.

Start date:
September 15, 1982

COMMUNITY SERVICES

Field Practice **AD 100X**

Fee: $25.00

Field practice is an integral part of the program in affording students supervised counselling experience in a variety of settings. The equivalent of 400 hours is required, supervision by agency staff, liaison and coordination by college staff. Field experience is considered an essential concomitant to the behavioural sciences.
Note: Registration for this course requires the approval of the program coordinator.

Field Practice **AD 200X**

Fee: $25.00

A more intensive and extensive (equivalent of 600 hours) experience in the field in a different setting or different role than that used in AD 100. More opportunity for integrating theory and classroom knowledge, skill development and carrying normal agency responsibility is provided. Learning goals are clearly set and evaluated in cooperation with the agency supervisor and college staff.
Note: Registration for this course requires the approval of the program coordinator

Research & Independent Studies **AD 209X**

Wednesday, 1900-2030 hrs.
Nightingale Campus
42 hours
Fee: $75.00

This course provides a study of research models and their applications and the critical appraisal of research results. Students will conduct a study in a related area of special interest to them.

Start date:
September 15, 1982

Counselling Practice Laboratory **AD 107X**

Wednesday, 1400-1530 hrs.
Nightingale Campus
21 hours
Fee: $40.00

Practical skills in assessment planning and evaluating are developed through role playing and case presentations. Audio tapes and video tapes will be used to supplement live interviews for demonstration and critique.

Start date:
Januery 12, 1983

Social Services, Problems & Issues **AD 103X**

Wednesdey, 1530-1700 hrs.
Nightingale Campus
21 hours
Fee: $40.00

The course examines the development and adaptation of institutions in response to community needs and pressures and levels of responsibility; federal, provincial, municipal and private. The development of agencies providing education, health, welfare and other forms of service and philosophies concerning the role of law in controlling alcohol and drug use, and the relevant legislation and studied.

Start date:
September 15, 1982

Sociology **SOC 107X**

Wednesday, 1400-1530 hrs.
Nightingale Campus
21 hours
Fee: $40.00

A survey of the field of sociology covering culture and society, institutions, organizations, ecology and population, disorganization and deviant behaviour, ethnic communities and other aspects of group living.

Start date:
September 15, 1982

Child Cere Worker Diploma Program

This program is offered on a part-time basis to men and women who are unable to attend a full-time course of studies and are working full-time with emotionally disturbed children or troubled adolescents.

An admission interview is required; details of registration will be made available to those accepted into the program.

Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9, Telephone 967-1212, local 363.

Note: It is recommended that applications be received by the Admissions Office before July 31.

The requirements for the diploma must be completed within five years.

Courses are offered on Wednesday between 1500-2100 hours.

The following courses must be completed in order to obtain the Diploma:

CHI160X — Field Practice
CHI161X — Human Growth and Development
CHI164X — Caring for the Disturbed Child
CHI101X — Therapeutic Activities
CHI172X — Group Process
CHI100X — Interviewing and Counselling
CHI260X — Field Practice
CHI261X — Childhood Psychopathology
CHI262X — Caring for the Disturbed Child
CHI26BX — Treatment Philosophies
CHI27BX — Organizational Development
CHI272X — Working With Families
CHI279X — Values, Ethics and Professionalism
CHI275X — Adolescence
CHI276X — Adolescence Role and Identity
CHI277X — Integration of Theory and Practice
PSY169X — Introductory Psychology
SOC171X — Introductory Sociology

Human Growth and Development **CHI 161X**

Wednesday, 1500-1630 hrs.
Nightingale Campus
42 hours
Fee: $75.00

The normal growth of the child is followed from birth to adolescence, including physical, emotional and intellectual development. The emphasis is on the first six years of the child's life and emotional growth during this time.

Start date:
September 15, 1982

Cering for the Disturbed Child **CHI 164X**

Wednesdey, 1630-1800 hrs.
Nightingale Campus
42 hours
Fee: $75.00

The purpose of this class is to arrive at a treatment philosophy. Class discussions are based on students' observations from field placement. Emphasis is placed in areas of basic care and understanding the behaviour of children and staff.

Start date:
September 15, 1982

Therapeutic Activities **CHI 101X**

Wednesdey, 2000-2130 hrs.
Nightingale Campus
42 hours
Fee: $75.00

Students will be actively involved in demonstrations and seminars and will gain competence in programming. Emphasis will be placed on the age appropriateness and the therapeutic value of activities.

Start date:
September 15, 1982

Introductory Psychology **PSY 169X**

Wednesday, 1830-2000 hrs.
Nightingale Campus
21 hours
Fee: $40.00

Readings and lectures explore some of the findings and developments in the areas of scientific method, perception, learning, motivation, emotion, personality and social psychology.

Start date:
September 15, 1982

Introductory Sociology **SOC 171X**

Wednesday, 1830-2000 hrs.
Nightingale Cempus
21 hours
Fee: $40.00

This course will examine the basic concepts in sociology which will then be used in analyzing various aspects of Canadian Society i.e. intergroup relations, rural and urban communities, social classes and social institutions.

Start date:
January 12, 1983

COMMUNITY SERVICES

Group Procass **CHI 172X**

Wednesdey, 1500-1630 hrs.
Nightingale Campus
42 hours
Fee: $75.00

This course is designed to provide learning at the theoretical and experiential level which will result in improving the student's understanding of group process as well as furthering the ability to work in groups as facilitators.

Start date:
September 15, 1982

Intarviewing and Counselling **CHI 100X**

Wednesday, 1830-2000 hrs.
Nightingale Campus
42 hours
Fee: $75.00

Students will study the theoretical approaches to interviewing and counselling and will be required to demonstrate specific interviewing and counselling skills

Stert date:
September 15, 1982

Childhood Psychopathology **CHI 216X**

Wednesdey, 2000-2130 hrs.
Nightingale Campus
42 hours
Fee: $75.00

This course will include a comparison of normal and abnormal development according to the personality theories of Freud and Erikson, descriptions and functions of defences and examinations of specific categories of disturbance (autistic, schizophrenia, etc.)

Start date:
September 15, 1982

Cering for the Disturbed Child **CHI 262X**

Wednesdey, 1500-1630 hrs.
Nightingala Campus
42 hours
Fee: $75.00

A continuation of Caring I, emphasizing the development of individual treatment plans for disturbed children.

Start date:
Septamber 15, 1982

Treatment Philosophies **CHI 268X**

Wednesday, 1630-1800 hrs.
Nightingala Campus
42 hours
Fee: $75.00

This course is an introduction to therapeutic approaches extent in child psychiatry and the mental health field today. Major theories underlying the chosen methods of treatment will be examined.

Start date:
Septamber 15, 1982

Organizational Developmant **CHI 278X**

Wednasday, 1630-1800 hrs.
Nightingale Campus
21 hours
Fee: $40.00

In this course the students will develop the skills to: a) understand and practice effective interaction with people within the formal structure of an organization; b) understand and practice effective interaction with people and organizations within a community context.

Start date:
September 15, 1982

Adolescence Role and Identity **CHI 276X**

Wednesday, 2000-2130 hrs.
Nightingale Campus
21 hours
Fee: $40.00

This course will examine the learners attitudes, beliefs and values as they relate to sexual anatomy, birth control, psychosexual development, venereal diseases, homosexuality, sexual assaults and laws pertaining to the areas of human sexuality.
An explanation of these areas will enhance the students ability to deal more effectively with adolescents who are experiencing role and identity confusion.

Start date:
January 12, 1983

Working with Families **CHI 272X**

Wednesday, 1630-1800 hrs.
Nightingale Campus
21 hours
Fee: $40.00

This course has been designed to facilitate Child Care Worker students in examining the theory and dynamics involved in working with the families of emotionally disturbed children or adolescents.

Start date:
January 12, 1983

Adolescence **CHI 275X**

Wednesday, 2000-2130 hrs.
Nightingale Campus
21 hours
Fee: $40.00

This course has been designed in response to the increasing number of adolescents receiving mental health services. The focus is on the physiological, psychological and sociological aspects in the stages of growth from puberty to adulthood

Start date:
September 15, 1982

Values, Ethics and Professionalism **CHI 279X**

Wednesday, 1830-2000 hrs.
Nightingale Campus
21 hours
Fee: $40.00

This course is designed to assist students in the examination of societal and personal values, the conflicts that arise and their effect on the professional practice of the individual and group.

Start date:
September 15, 1982

Integration of Theory and Practice **CHI 277X**

Wednesday, 1830-2000 hrs.
Nightingale Campus
21 hours
Fee: $40.00

This course is designed to enable the student to identify a child's problem utilizing various theoretical models with an ecological framework at the following levels: individual, family, group, organization and community. After identification of these levels the student is expected to develop an intervention strategy to specific problem(s).

Start date:
January 12, 1983

Field Practica **CHI 160X**

600 hours
Fee: $25.00

Field Practice is an integral part of the program in affording the students supervised clinical experiences in a variety of settings.
Field placements are arranged on an individual basis with the program coordinator.

Field Practica **CHI 260X**

660 hours
Fee: $25.00

This will be in a different setting from CHI 160 and expectations of the students' performance will be that of a graduate Child Care Worker.

Early Childhood Education Diploma Program

This program is offered on a part time basis to men and women who are unable to attend a full-time course of studies.
An admission interview is required; details of registration will be made available to those accepted into the program.
Applications and information regarding this program may be obtained from Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9. Telephone 967-1212, local 363.
Note: It is recommended that applications be received by the Admissions Office before July 31.
The requirements for the diploma must be completed within five years.
Courses are offered on Tuesday and Thursday evenings.

The following courses must be completed in order to obtain the Diploma.

ECE100X — Infant and Child Development
ECE101X — Health and Nutrition
ECE103X — Interpersonal Communications
ECE104X — Principles of Day Care I
ECE105X — Art Education
ECE113X — Field Practice
ECE114X — Field Practice
ECE116X — Storytelling and Literature
ECE117X — Music
ECE118X — Parent Education I
ECE200X — Human Growth and Development
ECE201X — Children with Special Needs
ECE202X — Curriculum Development
ECE203X — Planning, Management and Legislation
ECE204X — History and Philosophy
ECE206X — Family Dynamics
ECE207X — Parent Education II
ECE208X — Professional Development
ECE212X — Field Practice
ECE213X — Field Practice
ECE214X — Group Process
ECE215X — Movement and Drama
ECE216X — Science Experience
ECE217X — Principles of Day Care II
ENG114X — Language and Communications
SOC106X — Introductory Sociology
PSY107X — Introductory Psychology

COMMUNITY SERVICES

Infent and Child Davelopment **ECE 100X**

Tuesday, 1830-2130 hrs.
Nightingale Campus
42 hours
Fee: $65.00

This course is an overview of human growth and development from birth to five years with a particular focus on the 0-two yeras age group. Social, emotional, physical and cognitive development will be explored as independent and interralted processes affected by both heredity and environment.

Start data:
Septamber 14, 1982

Health & Nutrition **ECE 101X**

Tuesday, 1830-2130 hrs.
Nightingale Campus
42 hours
Fee: $65.00

The students will learn the principles of health and hygiene and relate this to infants and children in group settings. Topics explored include childhood diseases, health problems, nutrition and physical care.

Start date:
Jenuery 14, 1982

Interpersonal Communicetions **ECE 103X**

Thursday, 1830-2030 hrs.
Nightingale Campus
28 hours
Fee: $45.00

The purpose of this course is to examine principles and concepts of interpersonal communication and to develop skills in facilitating the interpersonal communication process.

Start date:
Janiery 13, 1983

Principles of Day Care I **ECE 104X**

Tuesday, 1830-2030 hrs.
Nightingale Campus
28 hours
Fea: $45.00

Principles of Day Care I emphasizes the study of settings and programs that can be used effectively with babies and children in early childhood centres.

Start date:
January 11, 1983

Art Education **ECE 105X**

Thursday, 1830-2130 hrs.
Nightingale Campus
42 hours
Fee: $65.00

This course will explore the creative process through workshops and seminars. Students will examine a variety of art material and how it can be used with young children.

Start date:
September 16, 1982

Storytelling end Literatura **ECE 116X**

Tuesday, 1830-2030 hrs.
Nightingale Campus
14 hours
Fea: $25.00

Children's literature, prose and poetry as written for and by the young child will be explored. The key aspects related to developing a literature program in an educational setting will be investigated. These will include methods of evaluating literature, the art of storytelling and establishing pre-reading skills.

Start date:
Mey 10, 1983

Music **ECE 117X**

Thursday, 1830-2030 hrs.
Nightingale Campus
14 hours
Fee: $25.00

Students will gain the skills to plan and carry out music programs for children by applying the techniques of guiding young children in musical experiences and the knowledge of music resources.

Start date:
May 12, 1983

Parent Education I **ECE 118X**

Tuesday, 1830-2030 hrs.
Nightingale Campus
28 hours
Fee: $45.00

Parent Education and Interviewing Parent I is designed to give the student a theoretical background in current parenting methods as well as how to work comfortably, effectively and professionally with parents of individual children in an early childhood setting.

Start date:
January 11, 1983

Human Growth and Development **ECE 200X**

Tuesday, 1830-2130 hrs.
Nightingale Campus
42 hours
Fee: $65.00

The behaviour and development of the child from age three through adolescence is studied. A variety of theories will be examined for their contribution to the understanding of human growth and development.

Start data:
January 11, 1983

Chidran with Spacial Needs **ECE 201X**

Thursday, 1830-2130 hrs.
Nightingale Campus
42 hours
Fee: $65.00

This course will look at the genetic and environmental factors that contribute to specific problems in child growth and development, to meet the special needs of the children.

Start date:
September 16, 1982

Curriculum Development **ECE 202X**

Thursday, 1830-2030 hrs.
Nightingale Campus
28 hours
Fee: $45.00

This course will integrate a theoretical framework for examining the learning process with a developmental approach to curricular.

Start date:
September 16, 1982

Planning Manegamant end Legislation **ECE 203X**

Tuasday, 1830-2130 hrs.
Nightingale Campus
42 hours
Faa: $65.00

A study of the resources and skills needed in setting up and managing a day care centre, starting with legal requirements, initial stages of planning and developing programs and progressing to final stages of financing, accounting and managing a day care operation.

Start date:
January 11, 1983

History and Philosophy of Early Childhood Education **ECE 204X**

Thursday, 2030-2130 hrs.
Nightingale Campus
14 hours
Fee: $25.00

This course reviews the significant innovations in the field of early childhood and investigates current models for the care and education of young children.

Start date:
September 16, 1982

Field Practica **ECE 213X**

160 hours
Faa: $25.00

Field practice is an integral part of the program. Individual supervision and evaluation is given in selected day care settings to provide an opportunity for the student to observe and to practice with infants and children.
Field practice is arranged on an individual basis with the program coordinator.

Femily Dynemics **ECE 206X**

Thursday, 1830-2030 hrs.
Nightingale Campus
42 hours
Fee: $65.00

This course has been designed to facilitate the student in examining the theory and dynamics involved in understanding working with families. The course of study will be directed towards understanding family dynamics, which will include purposes, tasks, roles, relationships, communications patterns, disciplining and problem solving.

Start date:
January 13, 1983

COMMUNITY SERVICES

Parant Education II ECE 207X

Tuesday, 1830-2030 hrs.
Nightingale Campus
28 hours
Fee: $45.00

Prerequisite: Successfully completing Parent Education I.
This parent education and interviewing course includes further study in methods of parenting, working with parents both singly and in group in an early childhood setting

Start date:
Septambar 14, 1982

Professional Development ECE 208X

Thursdey, 1830-2030 hrs.
Nightingale Campus
28 hours
Faa: $45.00

This course is designed to meet two major objectives: exploring and examining the notion of "Professionalism" and facilitating the transition from student to employee.

Stert date:
January 13, 1983

Movement and Drema ECE 215X

Tuesday, 1830-2030 hrs.
Nightingale Campus
14 hours
Fee: $25.00

Students will be involved in movement and drama experiences. The skills developed will be related to program planning for pre-school children.

Start data:
May 10, 1983

Sciance Experiance ECE 216X

Thursdey, 1830-2030 hrs.
Nightingale Campus
14 hours
Faa: $25.00

Students will identify scientific concepts inherent in normal routine programs for pre-schoolers and will then be required to plan programs which include age-related science experiences

Start data:
May 10, 1983

Principles of Day Care ECE 217X

Tuesday, 1830-2030 hrs.
Nightingale Campus
28 hours
Faa: $45.00

Prerequisite: Successfully completing Principles of Day Care I.
Principles of Day Care II is a continuation of studying program in Early Childhood settings with emphasis on studying guidance techniques that are currently used in Early Childhood Education.

Start date:
Septamber 14, 1982

Lenguage and Communications ENG 114X

Tuasday and Thursdey
1830-2030 hrs.
Nightingale Campus
28 hours
Fee: $45.00

Students will gain practice in writing and oral communication skills with emphasis being placed on the recording of observed behaviour of children.

Start date:
May 10, 1983

Introductory Psychology PSY 107X

Thursdey, 1830-2030 hrs.
Nightingale Campus
28 hours
Fee: $45.00

This course will explore the various branches of psychology to provide the student with a basic understanding of human behaviour and how it applies to infants and toddlers in day centres.

Start data:
January 13, 1983

Introductory Sociology SOC 106X

Thursday, 1830-2030 hrs.
Nightingale Campus
28 hours
Fee: $45.00

The basic concepts of Sociology will be examined in the context of Canadian Society. The significance of these concepts — intergroup relations, class structure, culture and institutions — will be related to the care of children in day care settings

Start date:
Septambar 16, 1982

Field Practice ECE 113X

160 hours
Fee: $25.00

Field Practice ECE 114X

160 hours
Fee: $25.00

Field Practica ECE 212X

160 hours
Fee: $25.00

Field Practica ECE 213X

160 hours
Fee: $25.00

Field practice is an integral part of the program. Individual supervision and evaluation is given in selected day care settings to provide an opportunity for the student to observe and to practice with infants and children
Field practice is arranged on an individual basis with the program coordinator

Activity Director Diploma Program

This part-time program is designed to provide training for persons employed or seeking to become employed in activity programming in either institutions or community settings providing services for the elderly and/or handicapped persons.

The course content will provide students with the knowledge and skills specific to the needs of the increasing number of people in the period of later life or the disabled.

An admission interview is required; details of registration will be made available to those accepted into the program.

Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9, Telephone 967-1212, local 705.

Courses are offered Monday, Tuesday and Thursday between 1500-2100 hours.

The following courses must be completed in order to obtain the Diploma:
ACT100X — Growth and Development
ACT104X — Activity Planning
ENG128X — Communications I
ACT105X — Use of Crafts and Hobbies I
ACT102X — Working with the Handicapped
ACT103X — Ambulation and Exercise
FLDP101X — Field Practice
FLDPW101X — Field Work Seminar
ACT101X — Community Resources
ACT106X — Normalization and Remotivation
PSY114X — Psycho-Social Needs
GERI100X — Geriatric Impairments
PSY205X — Psycho-Geriatrics
PDE200X — Program Development and Evaluation
FLDP102X — Field Practice
FLDW102X — Field Work Seminar
ACT207X — Use of Crafts and Hobbies II
ACT209X — Special Purpose Groups
ENG223X — Communications II
ACT208X — Assessment Skills
BUS210X — Organization and Management Skills
CS200X — Coordination Skills
FLDP203X — Field Practice
FLDW202X — Field Work Seminar

Growth end Davalopment ACT 100X

Tuesday, 1500-1700 hrs.
Nightingale Campus
30 hours
Fee: $50.00

An examination of normal physiological growth and development throughout the life cycle will be followed by an examination of the biological changes that occur in aging.

Start date:
September 7, 1982

Activity Planning ACT 104X

Tuesday, 1700-1900 hrs.
Nightingale Campus
30 hours
Fee: $50.00

The goals, resources, assessment and implementation skills required in the conducting of effective activities will be studied in the context of appropriate activities. Topics will include: goal setting for individual clients, assessment of both human (residents, staff, volunteers, families and other agencies) and material (funds, equipment, improvisations of equipment and materials) resources, audio-visual skills and program assessment. Programs that will be examined will include such activities as outings, games, parties, dances, bazaars, dinners, exercise, and recreation. Methods for promoting community integration will be considered.

Start data:
Septambar 7, 1983

COMMUNITY SERVICES

Communications I ENG 128X

Tuesday, 1900-2100 hrs.
Nightingale Campus
30 hours
Fee: $50.00

Student will consider the role of the Activity Director within the health care system. They will practice the communication techniques required to function in an effective manner within the role.
The course content will include letters, reports, proposal and brochure writing as well as poster design. Instruction and practice in verbal and non-verbal communication, role play and public speaking as related to the role of the Activity Director will receive major emphasis

Start date:
September 7, 1982

Use of Crafts and Hobbies I ACT 105X

Tuesday, 1500-1700 hrs.
Nightingale Campus
30 hours
Fee: $50.00

Students will practice a variety of crafts and hobby skills such as woodwork, metalwork, sewing, needle work, painting, ceramics, pottery and jewellery making in a workshop situation.

Start dates:
January 11, 1983

Working with tha Handicappad ACT 102X

Tuesday, 1700-1900 hrs.
Nightingale Campus
30 hours
Faa: $50.00

Skills that are necessary for working with the handicapped will be studied and practiced. Safety, transfers, care during excursions, emergency first aid, communication with the communication impaired and reality oriented approaches will form the basis of the course.

Start data:
January 11, 1983

Ambulation and Exercise ACT 103X

Tuesday, 1900-2100 hrs.
Nightingale Campus
30 hours
Fee: $50.00

Through demonstration and practice students will gain the skills necessary to promote and maintain fitness amongst both the well and the impaired elderly and handicapped. Specific topics will include fitness, exercises for gross motor/fine motor, perceptual and locomotor skills, adaptations for specific handicaps and the use of such ambulation aids as wheelchairs walkers, canes and crutches.

Start data:
January 11, 1983

Field Practice I FLDP 101X

300 hours
Faa: $30.00

Supervised field work is an integral part of the program. Job skills will be developed through placement in a variety of programs and facilities. Students will be required to gain experience in both institutional and community agencies.
A prerequisite for Field Practice II. Must be taken concurrently with Semester 2 courses but may be extended beyond that period.

Field Work Seminar I FLDW 101X

Tuesday, 1400-1500 hrs.
15 hours
Fee: $20.00

Staff advisors meet with their students in Field Practice to discuss common concerns and explore issues raised in Field Placements.
To be taken concurrently with Field Practice I. The seminar will be offered in Semester 2

Start date:
September 14, 1982

Community Resources ACT 101

Thursday, 1500-1700 hrs.
Nightingale Campus
30 hours
Fee: $50.00

Community Resources of potential assistance to the Activity Director working with the aged and/or handicapped and the means of effective use will be presented. The course will include relevant legislation, government services, health services, educational resources, community agencies, volunteers, other professions. Proposal writing will be practiced.

Start date:
September 9, 1982

Normalization and Remotivation ACT 106

Tuesday, 1700-1900 hrs.
Nightingale Campus
30 hours
Fee: $50.00

The theory of normalization and remotivation will provide a background for the development of the related practical skills. Emphasis will be placed on the use of the environment, skills to promote interest in personal interaction, aids to daily living, adaptive devices, continuing training and reality orientation.

Start date:
January 11, 1983

Psycho-Social Needs PSY 114

Tuesday, 1900-2100 hrs.
Nightingale Campus
30 hours
Fee: $50.00

This course will deal with social and emotional needs, especially as they relate to the aged and the handicapped. Topics will include societal attitudes to the aged and the handicapped, losses and adjustments of aging, retirement, and a comparison of life in the community with life in an institution.

Start data:
September 9, 1982

Geriatric Impairments GERI 100X

Thursday, 1500-1700 hrs.
Nightingale Campus
30 hours
Fee: $50.00

In this course students will learn about those physical disorders commonly suffered by the handicapped and the elderly and their effect on the individual's ability to function. Conditions that will be studied are: cardiovascular disease, diabetes, Parkinson's disease, cerebral palsy, organic brain syndrome, cancer, respiratory disorders, vision, hearing and speech losses, fractures, arthritis and multiple sclerosis

Start data:
January 13, 1983

Psycho-Geriatrics PSY 205X

Tuesday, 1700-1900 hrs.
Nightingale Campus
30 hours
Fee: $50.00

In this course students will learn about behaviour disturbances and dependencies with emphasis on those most commonly found amongst the elderly. Topics to be covered will include chronic mental health problems with emphasis being placed on behaviours such as depression anxiety, alcoholism and withdrawal. Aspects of dealing with death and dying will also be included.

Start date:
January 13, 1983

Program Davalopment and Evaluation PDE 200X

Thursday, 1900-2100 hrs.
Nightingale Campus
30 hours
Fee: $40.00

Through a study of survey techniques, program design and program assessment the student will gain competence in the development and implementation of meaningful programS

Start date:
January 13, 1983

Field Practica II FLDP 102X

300 hours
Fee: $30.00

A prerequisite for Field Practice III. Must be taken concurrently with Semester 4 courses but may be extended beyond that period
See Field Practice I for description.

COMMUNITY SERVICES

Field Work Seminar II **FLDW 102X**

Thursday, 1400-1500 hrs.
15 hours
Faa: $20.00

To be taken concurrently with Field Practice II. The Seminar will be offered in Semester 4.
See Field Work Seminar I for description.

Use of Crafts and Hobbias II **ACT 207X**

Monday, 1500-1700 hrs.
Nightingale Campus
30 hours
Fea: $50.00

In a workshop setting students will gain further practice in the skills introduced in Crafts and Hobbies I and will practice methods of adaptation for specific handicaps as practiced by the Activity Director under professional supervision

Start date:
Saptambar 13, 1982

Special Purpose Groups **ACT 209X**

Monday, 1700-1900 hrs.
Nightingale Campus
30 hours
Faa: $50.00

In this advanced level course, students will have the opportunity to explore in depth the organization, function and potential of special purpose groups. A wide variety of group possibilities will be considered such as resident's councils, club for music, drama, or art, reality orientation groups and volunteer groups. These skills can be utilized under professional supervision.

Start dta:
September 13, 1982

Communications II **ENG 223X**

Monday, 1900-2100 hrs.
Nightingale Campus
30 hours
Fee: $50.00

Students will learn and practice those communication skills that are essential in order to work effectively with groups. One to one communication techniques, group process and empathy training will form the course content.

Start dta:
Septambar 13, 1982

Assassment Skills **ACT 208**

Monday, 1500-1700 hrs.
Nightingale Campus
30 hours
Fee: $50.00

The skills of assessment of individual physical and social and emotional needs and interests will be taught. This will be followed by methods of adapting the environment, activities of daily living and program placement to meet individual needs. These skills can be practiced as a team member under professional supervision.

Start date:
January 10, 1983

Organization and Managament Skills **BUS 210**

Monday, 1700-1900 hrs.
Nightingale Campus
30 hours
Fee: $50.00

Students will gain the organizational and management skills essential to the operation of an efficient program department. Topics will include budgeting, supervision techniques, report, agenda, minutes and proposal writing as well as conducting meetings.

Start date:
January 10, 1983

Co-ordination Skills **CS 200**

Monday, 1900-2100 hrs.
Nightingale Campus
30 hours
Fee: $40.00

Through theory and practice students will acquire the coordinating skills that are helpful in utilizing resources and working with residents, other staff, volunteers and agencies. Topics will include: teaching techniques, resources utilization (audio-visual, educational and social), the recruitment, training and direction of volunteers, supervision of field placement and agency liaison

Start date:
Januery 10, 1983

Field Practice **FLDP 203X**

300 hours
Fee: $30.00

See FLDP 900 for description.

Field Work Seminar **FLDW 203X**

15 hours
Fea: $20.00

To be taken concurrently with Field Practice III.

Start dte:
September 20, 1982

Foster Parent Certificate Program — Part-Tima

This is a part-time certificate program comprising academic courses and evaluation of fostering competencies.

The program is designed to provide the basic knowledge and skills to enable foster parents to understand and cope with the behaviours of children in their care E.G. withdrawal, acting out, aggression, depression, stealing, bedwetting and truancy.

The emphasis will be placed on the application of child management principles. The courses are not designed to deal with individual problems. Specific problems relating to individual children should be referred to the employing agency by the foster parent.

The Foster Parent Program consists of four courses, two of which can be taken each year and an evaluation of fostering skills required in the second year.

Applications and information regarding this program may be obtained from Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9 Telephone 967-1212, local 363.

Note: It is recommended that applications be received by the Community Services Division before July 31. This program is only open to those currently employed as foster parents in association with a recognized fostering agency.

The following courses must be completed in order to obtain the certificate
FPP900 — Human Growth and Development
FPP901 — Child Management I
FPP902 — Child Management II
FPP903 — The Foster Parent and the Community
FPP904 — Evaluation of Fostering Skills

Human Growth & Development **FPP 900**
Tuesday, 2000-2200 hrs.
Nightingale Campus
20 hours
Fee: $30.00

In order to be effective as a helping agent in relationships with children the foster parent must appreciate the child's world. Comprehension of Human Growth and Development is the necessary basis from which to understand our interaction with children. The purpose of this course is to explore the growth of personality. The primary focus will be on the developmental stages of childhood and adolescence

Start date:
Septamber 28, 1982

Child Managamant I **FPP 901**

Tuesday, 2000-2200 hrs.
Nightingale Campus
20 hours
Fee: $30.00

This course will explore specific management areas such as separation, setting limits, routines and consistency as well as considering difficult behaviours e.g. lying, stealing, bed-wetting, aggression and withdrawal.
The material for the course will be drawn largely from the experience of the participating foster patents.

Start date:
January 18, 1983

Child Management II **FPP 902**

Thursday, 2000-2200 hrs.
Nightingale Campus
20 hours
Fea: $30.00

Prerequisite: Child Management I or equivalent.
This course will continue the study of behaviour and child management begun in Child Management I. The objectives are similar. The expectation is that students will possess improved insights and be able to proceed by the case study method. Case studies and other material for this course will be prepared in cooperation with fostering agencies.

Start dte:
January 20, 1983

COMMUNITY SERVICES

Foster Parent end tha Community **FPP 903**

Thursday, 2000-2200 hrs.
Nightingale Campus
20 hours
Fee: $30.00

This course will explore the role of the foster parent as it relates to the child, natural family, employing agency and to other community services.

Start dte:
September 30, 1982

Evaluation of Fostering Skills **FPP 904**

Fee: $15.00

An evaluation of each student's fostering skills will be required in the second year of the program Evaluation forms will be provided by the program coordinator.

Health Care Aida Progrem

This program provides a basic training for those who wish to work with patients in long-term or chronic care facilities. Under the supervision of a registered nurse the health care aide provides personal care for the comfort and safety of residents and is involved in the process of creating a climate to promote the optimal physical, social and emotional wellbeing of each resident.

The Health Care Aide Program was developed by and is recognized by the Ministry of Health, Ministry of Education and the Ministry of Community and Social Services.

Admission Raquirements:

Grade 10 — mature persons 19 years of age and over with less than Grade 10 will be considered individually.
Facility with English
A personal interview.
Length of Program — 480 hours — offered part-time in both day and evening courses.

Further details regarding Registration and the structure of the program may be obtained from:
Health Care Aide Program
Community Services
George Brown College
P.O. Box 1015, Station "B"
Toronto, Ontario M5T 2T9
Telephone: 967-1212,
local 705

The following courses must be completed in order to obtain the certificate.
CARE900 — Communications
CARE901 — Biological Needs
CARE903 — Social and Emotional Needs
CARE90B — Clinical 1
CARE909 — Clinical 2
CARE910 — Clinical 3

Communications **CARE 900**

Monday, 1000-1400 hrs. or 1800-2200 hrs.
Nightingala Campus
40 hours
Faa: $35.00

This course promotes a better understanding of the cultural patterns and social values of the institutional population. Verbal and nonverbal communication along with the effective use of English are emphasized

Start dates:
Septambar 20, 1982
January 3, 1983
March 21, 1983

Biological Naads **CARE 901**

Tuesday, 1000-1400 hrs. or 1800-2200 hrs.
Nightingale Campus
40 hours
Fee: $35.00

Students will be introduced to normal body processes and the physical changes which occur during the life cycle Nutritional needs to maintain health with special reference to the needs of the elderly will be considered

Start dates:
September 21, 1982
January 4, 1983
March 22, 1983

Social and Emotional Needs **CARE 903**

Wednesday, 1000-1400 hrs. or 1800-2200 hrs.
Nightingale Campus
40 hours
Fee: $35.00

This course examines the basic social and emotional needs of individuals as a background to understanding the emotional and mental changes which occur with aging and institutionalization.

Start dates:
Septambar 22, 1982
January 5, 1983
March 23, 1983

Clinical 1 **CARE 908**

Wednesday, 1800-2200 hrs.
Thursday, 1000-1400 hrs.
Nightingale Campus
80 hours
Fee: $75.00

This course is a combination of theory, demonstration and student practice. Students learn the basic principles of care with emphasis being placed on the needs of residents, and the application of these skills in a variety of institutional facilities.

Start dates:
September 22 and 23, 1982
January 5 and 6, 1983
March 23 and 24, 1983

Clinical 2 **CARE 909**

Thursday, 1800-2200 hrs.
Friday, 1000-1400 hrs.
Nightingala Campus
40 hours
Fee: $35.00

Methods of remotivation and means of minimizing the disabling effects of aging and chronic disease are demonstrated and practiced Students learn how to apply these skills in a variety of situations.

Start dates:
Septambar 23 and 24, 1982
January 6 and 7, 1983
March 24 and 25, 1983

Clinical 3 **CARE 910**

240 hours
Fee: $20.00

Students will be placed in an institutional setting for the purpose of developing the job competencies of the Health Care Aide. Those who can document competency through employment status will be eligible to apply for exemption from this course

Start datas:
To be arranged by coordinetor.

Educational Assistant Diploma Progrem

This series of courses is designed only for Educational Assistants who are currently employed by a Board of Education. The basic objective is to provide Educational Assistants with the fundamental, practical skills and theoretical concepts to assist them in their classroom work with children.

Applications and information may be obtained from the Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9, Telephone 967-1212, local 363.

The following courses must be successfully completed in order to obtain the certificate. Courses are offered on Tuesdays between 1700-2030 hours.
EA900 — Child Development
EA901 — The School and the Community
EA902 — Language and Listening Skills
EA903 — Program Skills
EA904 — Classroom Practice

Child Development **EA 900**

Tuesday, 1700-1830 hrs.
Nightingale Campus
22-1/2 hours
Faa: $33.00

This course is designed to give the Educational Assistant a theoretical overview of child development with the focus on the pre-school to early adolescence years. A variety of theories will be examined with specific emphasis on the humanistic viewpoint.

Start dte:
September 7, 1982

The School and Community **EA 901**

Tuesday, 1900-2030 hrs.
Nightingala Campus
22-1/2 hours
Fee: $33.00

This course is designed to examine the interplay between the school and its surrounding community and study the implications of community involvement with the school. The course will also examine the Ontario education system and relevant legislation.

Start dte:
September 7, 1982

COMMUNITY SERVICES

Language and Listening Skills **EA 902**

Tuesday, 1700-1830 hrs.
Nightingale Campus
22-1/2 hours
Fee: $33.00

This course will examine the basic stages of language development and emphasis the acquisition of skills which promote language and listening ability for both normal and exceptional children.

Start date:
January 11, 1983

Program Skills **EA 903**

Tuesday, 1900-2030 hrs.
Nightingale Campus
22-1/2 hours
Fee: $33.00

This course will examine the theoretical concepts, practical skills and resources necessary for the Educational Assistant to assist the teacher in effectively implementing programs for children.

Start date:
January 11, 1983

Classroom Practice **EA 904**

Fee: $15.00

Classroom practice is an integral part of the program in affording students supervised and evaluated experience in the classroom setting. The evaluation of classroom practice will be carried out by the principal in consultation with the teacher. Students will be responsible for ensuring that the evaluation form is completed and returned to the co-ordinator.

Advanced Course for Educational Assistants **EA 905**

Monday, 1700-1900 hrs.
Nightingale Campus
24 hours
Fee: $40.00

Prerequisite: Educational Assistant Certificate or equivalent.
Course Content: This course is designed for students who have graduated from the Educational Assistant program and who wish to attain skills and knowledge in the field of special education. Participants will be assisted in learning and applying major behavioural approaches and theories, and learning the theories about and methods of dealing with, the learning disabled and intellectually handicapped.

Start date:
February 7, 1983

1925 – Muddy Mt. Pleasant. Photo credit: City of Toronto Archives.

ELECTRO-MECHANICAL

Electro-Mechanical

General Machine Shop (Upgrading) MACH 906A

Monday and Wednesday, 1830-2130 hrs. Casa Loma Campus 90 hours Fee: $95.00

Prerequisite: For people with some machine shop experience.
Course Content: Theory and practical assignments in shop mathematics; benchwork, drills and drilling, bandsaws, lathes, milling machines, surface and cylindrical grinders.

Start data: October 4, 1982

General Machine Shop (Pre-Job) MACH 9068

Tuesday and Thursday, 1830-2130 hrs. Casa Loma Campus 90 hours Fee: $95.00

This basic introductory course is for people with no machine shop experience and proceeds at a slower pace than MACH 906A.
Course Content: Theory and practical assignments in shop mathematics; benchwork; drills and drilling; bandsaws, lathes, milling machines, surface and cylindrical grinders.

Start date: Octobar 5, 1982

Lathework MACH 541X

Monday and Wednesday or Tuesday and Thursday 1800-2100 hrs. Casa Loma Campus 90 hours Fee: $95.00

Course Content: Lathe construction, operation, safety and accessories; theory of metal cutting, sharpening tool bits, plain turning, knurling, drilling, counter boring and tapping, form turning, steady and follower rest work; four jaw chuck work; taper theory and taper turning; profile turning; thread types; theory and cutting; single and multiple start threads; eccentrics; boring; turret lathe theory; spring winding, grinding attachments.

Start dates: October 4 or 5, 1982

Machanical Maintenance (Part I) MILL 900A

Monday, 1800-2100 hrs. Casa Loma Campus 60 hours Fee: $65.00

Course Content: Measuring tools, basic drilling, lathe and milling operations, rigging, hand tools, fasteners, levels and basic metallurgy, including heat treatment, hardening and SAE numbering system.

Start data: October 4, 1982

Mechanical Maintenance (Part II) MILL 900B

Tuesday, 1800-2100 hrs. Casa Loma Campus 60 hours Fee: $65.00

Prerequisite: MILL 900A.
Course Content: Gear types, terminology, speed calculations, simple and compound gear trains, couplings, selection and alignment, clutches, types, application and over-riding limits, balancing, single plane and vibration, vee belts, belt drives and chain drives, plain and anti-friction bearing, identification, installation, fits and clearances.
Shop assignments include machine tool operation, and fitting bearings and aligning couplings.

Start date: October 5, 1982

Mechanical Maintenance (Part III) MILL 900C

Wednesday, 1800-2100 hrs. Casa Loma Campus 60 hours Fee: $65.00

Course Content: Basic optical alignment: two plane balancing; basic hydraulic circuitry, design, components, pumps, valves, cylinders, pneumatics, gas laws, compressors, installation and maintenance. Practical work includes machine tool operating, pneumatic and hydraulic test panel, set-ups and optical assignments.

Start dete: October 6, 1982

Millwright Trada Enrichment MILL 901

Thursday, 1800-2100 hrs. Casa Loma Campus 60 hours Faa: $65.00

Prerequisite: Knowledge of the Millwright Trade.
Course Content: Hand tools, measurement, (internal, external and angular), layout, chisels, drills and reamers, thread cutting, levelling, fasteners, basic metallurgy, couplings and alignment, bearings, chains and pulley drives, pumps, lathes, drilling and milling machines. This is a practical course for uncertified Tradesmen who wish to learn formal theory and application.

Start date: October 7, 1982

Numarical Control (APT Computer Programming) MACH 905

Saturday, 0900-1500 hrs. Casa Loma Campus 60 hours Fee: $65.00

Prerequisite: NC 900 or previous part programming experience.
Course Content: Introduction to Computer Aided Languages, Use of A.P.T. as a part programming language, APT language structure, vocabulary, geometry and definitions, tool description statements, tool work relationships, motion statements, Numerical Control machining techniques, use of index's macros and loops as programming elements.
This is a practical hands-on Computer Numerical Control course which will run only when enrollment is sufficient.

Start dates: October 2, 1982 January 8, 1983 April 2, 1983

CNC Computer Numerical Control NC 900

Monday, 1800-2100 hrs. Casa Loma Campus 45 hours Faa: $50.00

Prerequisite: Proof of Machine Shop or related experience and a good Mathematical background.
Course Content: This is a practical hands-on approach to programming, tape preparation, machine set-up and operation. The projects will involve considerable process planning

Start dates: October 4, 1982 January 10, 1983

Fluid Power MECH 900

Saturday, 0900-1500 hrs. Casa Loma Campus 30 hours Fee: $35.00

Prerequisite: Interested in Mechanical Trades with Grade 12 level Math.
Course Content: Applied industrial hydraulics and pneumatics using the following basic laws and applications of hydraulics; lines, symbols, actuators, valves, accumulators, intensifiers, reservoirs, piping, fluids and circuits.
Principles of gas laws, air compressors, receivers, airline controls, symbols and motors.

Start data: Novembar 6, 1982

Precision Alignment of Mechanical Drives MECH 901

Tuesday, 1800-2100 hrs. Casa Loma Campus 24 hours Fee: $29.00

Prerequisite: General Millwright Trade Interest.
Course Content: This course is a must for maintenance and supervisory personnel who are encountering considerable breakdowns of drives involving couplings, belts, and chains. Practical hands-on coincide with the theory.

Start date: Novembar 9, 1982

Welding I WELD 900

Mondey (Fall) Monday and Wednesday (Spring) 1900-2200 hrs. Casa Loma Campus 60 hours Fee: $65.00

Prerequisite: Ability to understand English well enough to absorb instruction.
Course Content: Basic principles of oxyacetylene and electric are welding; safety precautions; types and uses of various oxyacetylene flames; types and uses of various rods and electrodes; braze welding; use of fluxes, arc welding machine controls; practice welding in the flat position using oxyacetylene and electric arc equipment.

Start dates: Septembar 27, 1982 March 21, 1983

ELECTRO-MECHANICAL

Welding II WELD 901

Wednasday (Fall) Monday and Wednesday (Spring) 1900-2200 hrs. Casa Loma Campus 60 hours Fee: $65.00

Prerequisite: WELD 900 or equivalent experience.
Course Content: Theory of alternating and direct current, polarity, shielded arc electrodes; classification and selection of electrodes; edge preparations, joint design; weld faults; manufacture and storage of oxygen and acetylene; basic welding metallurgy; practice welding of fillet, lap, and butt joints in the flat, horizontal, and vertical positions using oxyacetylene equipment; practice welding of fillet and lap joints in the flat, horizontal and vertical positions using electric arc equipment.

Start datas: Septembar 29, 1982 March 21, 1983

Welding III WELD 907

Thursday (Fall) Monday and Wednasday (Spring) 1900-2200 hrs. Casa Loma Campus 60 hours Fee: $65.00

Prerequisite: WELD 900 and WELD 901, or equivalent experience.
Course Content: Selection of electrodes; function of cellulose and low hydrogen coatings, electrode operating characteristics, control of weld faults, set-up and adjustment of machine controls; techniques required for "all position" welding; control of distortion; testing of welds, practice welding of fillet and lap joints in all positions and an introduction to groove joints. Cellulose and low hydrogen electrodes will be used.

Start dates: Septembar 30, 1982 March 21, 1983

Welding Pre-Certification (M.C.C.R.) WELD 903

Monday (Fall) Tuesday and Thursday (Spring) 1900-2200 hrs. Casa Loma Campus 60 hours Faa: $65.00 Matarials: $145.00

Prerequisite: WELD 900, WELD 901 and WELD 907 or equivalent experience. A pre-entry interview is required.
Course Content: Safety precautions; function of electrode coatings; electrode selection and application; edge preparation, weld faults, welding techniques, setting up of equipment; testing of welds and operators' codes, practice welding of groove joints in all positions, using cellulose and low hydrogen electrodes; root and face guided bend test specimens will be taken from butt welds in all positions.
Note: At the termination of this course, a practical test for M.C.C.R. certification may be arranged. An additional nominal fee is involved.

Start dates: September 27, 1982 March 22, 1983

Welding — Pipe — Uphill (S.M.A.W.) WELD 904

Saturday, 0800-1430 hrs. Casa Loma Campus 60 hours Faa: $65.00 Matarials: $235.00

Prerequisite: (1) WELD 900; WELD 901, WELD 907, AND WELD 903; or (2) Boiler Inspection Branch (M.C.C.R.) certification for all position welding of plate. A pre-entry interview is required.
Course Content: Pipe specifications, preparation of pipe, recommended fits and tolerances; electrode selection and classification; testing of welds and operators; codes; practice welding, using the uphill welding techinque and low hydrogen arc welding electrodes.
Note: At the termination of this course, a practical test for M.C.C.R. certification may be arranged. An additional nominal fee is involved.

Start date: Octobar 2, 1982

Welding — Pipa — Uphill (GTAW/SMAW) WELD 906

Monday and Wednesday 1900-2200 hrs. Casa Loma Campus 60 hours Fee: $65.00 Matarials: $285.00

Prerequisite: (1) WELD 900, WELD 901, WELD 907, WELD 903 or (2) Boiler Inspection Branch (M.C.C.R.) certification for all position welding of plate and proficiency in the use of low hydrogen electrodes. A pre-entry interview is required.
Course Content: Pipe specification, preparation of pipe, recommended fits and tolerances; electrode classification and selection; testing of welds and operators; codes; setting up and adjusting GTAW equipment; tungsten electrodes; shielding gases; practice welding of carbon steel pipe using the GTAW process for the root pass and low hydrogen electrodes for succeeding passes.
Note: At the termination of this course a practical test for M.C.C.R. certification may be arranged. An additional nominal fee is involved

Start data: March 21, 1983

Welding Ornamental Matalwork WELD 909

Tuesday (Fall) Tuesday and Thursday (Spring) 1900-2200 hrs. Casa Loma Campus 60 hours Fee: $65.00

Course Content: Fundamentals of welding, safety precautions, selection of materials; fundamentals of design, use of hand tools, methods of twisting, forming and fastening metals; forming of scrolls, surface decoration, surface finishing; use of metal working equipment, practice shop work consisting of the fabrication of various types of ornamental metal projects.

Start dates: Septembar 28, 1982 March 22, 1983

Welding Aluminum and Stainless Steel (GTAW/GMAW) WELD 910

Tuesday and Thursday 1900-2200 hrs. Casa Loma Campus 60 hours Fee: $65.00

Prerequisite: WELD 900 and WELD 901 or a minimum of six months continuous experience in oxyacetylene or arc welding.
Course Content: Setting up and adjusting G.T.A.W. and G.M.A.W. equipment, types, sizes and uses of tungsten electrodes, types and sizes of filler wires, use of shielding gases; flow-meters, practice welding of light gauge aluminum and stainless steel sheet using the G.T.A.W. process and welding of aluminum plate using the G.M.A.W. process.
Note: This course does not include the welding of pipe.

Start date: March 22, 1983

Non-destructive Testing

The following Non-destructive Testing courses will be offered in co-operation with the Canadian Society for Non-destructive testing.

Ultrasonic Testing 1 TEST 900

Thursday, 1900-2200 hrs. Casa Loma Campus 42 hours Fee: $200.00

This is a basic course in ultrasonic testing which will be of particular interest to persons preparing to write the junior level Ultrasonic Testing Examination. It should also be of considerable value to operators who have practical experience but require a refresher course in the theory behind ultrasonic testing.
Introduction and testing philosophy; test principles, applications and capabilities; equipment; testing techniques; calibration.
Textbook: general dynamics manual, CT-6-4 "Ultrasonic testing".

Start dates: September 9, 1982 February 3, 1983

ELECTRO-MECHANICAL

Eddy Current Testing I **TEST 901**

Mondays
Casa Loma Campus

A basic course in eddy current testing will be directed to technicians who are using the equipment, to supervisors and others who require a basic understanding of the method, and to those who wish to broaden their knowledge in non-destructive testing.
Course Content: Introduction and testing philosophy; test principles, applications and capabilities, equipment, testing techniques, calibration.
Textbook: General Dynamics Classroom Training Handbook CT-6-5, Eddy Current Testing

Start date:
1982

Ultrasonic Testing II **TEST 902**

Thursday, 1900-2200 hrs.
Casa Loma Campus
42 hours
Fee: $200.00

Prerequisite: Ultrasonic Testing I or Certification the Canadian Government Specification Board junior level in Ultrasonics or equivalent experience satisfactory to the instructor
This course is specifically directed to the person whose work requires the interpretation of the results of an ultrasonic test and the insurance that the test is performed in accordance with applicable codes and standards. Inspectors, engineers, surveyors and supervisors will find this course of value.
Course Content: Review of the basic principles of Ultrasonic Testing; application and capabilities of available instrumentation; interpretation of results; knowledge of testing standards, codes, records and regulations.
Textbook: General Dynamics Manual CT-6-4 "Ultrasonic Testing"

Start dates:
Septembar 9, 1982
February 3, 1983

Industrial Radiography I **TEST 903**

Wednesday, 1900-2200 hrs.
Casa Loma Campus
48 hours
Fee: $250.00

This is a course directed to the radiographer who is preparing to write the junior Industrial Radiography Examination and provides formal preparation for all phases of the examination. It is also of interest to personnel in supervisory, quality control or affiliated positions who require a knowledge of the fundamentals of radiography.
Course Content: Introduction to electromagnetic spectrum, velocity, frequency and wave length, of light, generation of x-rays and gamma rays, mathematics of radiography — inverse square law, law of reciprocity, radiographic sensitivity — definition and contrast; aids to radiographic sensitivity, film-types and classes, densitometry, sensitometry; exposure charts; darkroom procedures and processing of film; records and standards; radiation protection — federal and provincial regulations, safe working conditions; radiographic techniques; film interpretation
Textbook: General dynamics manual CT-0-6 "Radiographic Testing"

Start dates:
September 8, 1982
February 2, 1983

Industrial Radiography II **TEST 904**

Wednesday, 1900-2200 hrs.
Casa Loma Campus
48 hours
Fee: $250.00

Prerequisite: Industrial Radiography I or Certification as a Junior Radiographer (48-GP-4) or equivalent experience satisfactory to the instructor.
This course is specifically directed to the person whose work requires the ability to interpret the results of radiographic tests. While some time will be devoted to discussion of basic principles and equipment, the emphasis will be placed on film interpretation, evaluation of film in accordance with codes, and use of codes. Inspectors, engineers and supervisors will find this course of value.
Course Content: Review of basic principles of radiography; equipment applications and capabilities; film interpretation; use of codes, records and regulations
Textbook: General Dynamics CT-6-6 "Radiographic Testing".

Start dates:
September 8, 1982
February 2, 1983

Liquid Penetrant & Magnetic Particle (LPI/MPI) **TEST 907**

Tuesday, 1900-2200 hrs.
Casa Loma Campus
48 hours
Fee: $250.00

This course is designed to cover the basic fundamentals involved in the selection and application of liquid penetrant and magnetic particle testing equipment.
Course Content: Liquid Penetrant — N.D.T. and liquid penetrant testing, principles and methods of liquid penetrant testing, selection of penetrant test method and equipment, evaluation of liquid penetrant indication.
Course Content. Magnetic particle inspection — principles of magnets and magnetic fields; magnetization by means of electric currents; types of equipment and inspection materials, selection of the proper type of magnetization; principles of demagnetization; types of discontinuities located by magnetic particle testing, indications and interpretation
Textbook: General dynamics manuals CT-6-3 "Liquid Penetrant Testing", and CT-6-3 "Magnetic Particles Testing"

Start dates:
September 7, 1982
February 1, 1983

(1) Classes normally operate between 7:00 p.m and 10:00 p.m.
(2) Test 901 — Eddy Current Testing I will offered on Monday evening if there is sufficient demand.
If additional information is required, contact:
Mr. G Betts — 967-1212, ext. 461
Mr. N Godin c/o Foster Wheeler Ltd
P.O. Box 3007, St. Catharines, Ont , L2R 7B7
Telephone — (416) 688-5192

Electrical Apprantica Review **EL 900**

Monday and Wednesday, 1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $5.00

Designed for those apprentices who are in their final term and who expect to write the qualifying examination sometime within the year.
Course Content: Theory, code and equipment over the entire area of apprenticeship training.

Start dates:
October 4, 1982
January 17, 1983
April 4, 1983

Estimating for the Electrical Trade **EL 901**

Monday and Wednesday
1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials; $5.00

Prerequisite: Journeyman electrician, fifth term apprentice, or equivalent.
Course Content: Plan analysis; take-off procedure, transferring and pricing; labour units; installation only projects; adjustments for working conditions; cable pulls; pull boxes; labour cost variables; non-productive labour; incidental and direct job cost; electric heating loads.

Start date:
Octobar 4, 1982

ELECTRO-MECHANICAL

Hydro-Electric Power Commission Regulations (Master Electrician) **EL 902**

Tuesday and Thursday, 1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $10.00

Prerequisite: At least fifth term apprentices, or journeymen.
Use of code book; application of regulations and tables; electrical installation calculations relevant to code regulations and tables; suitable preparation for examinations leading to Certificate of Qualification and Master Education.

Start datas:
October 5, 1982
February 1, 1983

Electrical Drafting (Basic) A.T.E.C. Program **EL 903**

Tuesday, 1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $10.00

Course Content: Lettering; use of instruments, linework, orthographic projection, dimensioning, sections, architect scale; isometric projection; sketching; electrical and electronic symbols, basic electrical circuit diagrams; transformers, relays, riser and block diagrams; residential wiring, illumination and electric heating.

Start date:
October 5, 1982

Electrical Fundamentals — ATEC **EL 905**

Monday, 1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $10.00

Prerequisite: MATH 100.
Basic electrical concepts; simple D.C. circuits, power magnetism, electro-magnetism, magnetic circuits; D.C. measuring instruments; A.C. measuring instruments; electrical measurements, induction, capacity, alternating current, resistance, impedance, power in A.C. circuits.

Start data:
Octobar 4, 1982

Electrical Construction and Maintenance I **EL 907**

Monday and Wednasday, 1830-2130 hrs.
Casa Loma Campus
60 hours
Fea: $65.00
Materials: $5.00

Prerequisite: Grade 10 or the equivalent.
Course Content: Ohm's Law; series circuits, combination circuits; two-wire distribution; line loss, power efficiency; wire calculations; batteries, magnetism, electro-magnetism, induction, three-wire distribution; Hydro electric Power Commission Regulations.

Start dates:
Octobar 4, 1982
January 31, 1983

Electrical Construction and Maintanance II **EL 908**

Tuasday and Thursday, 1830-2130 hrs.
Casa Loma Campus
60 hours
Fea: $65.00
Materials: $5.00

Prerequisite: EL 907 or the equivalent.
Course Content: Electro-magnetism; induction; DC generators; generator set-up and operation; DC motor, motor operation and controls; Hydro-Electric Power Commission Regulations.

Start dates:
October 5, 1982
February 1, 1983

Electrical Construction and Maintenance III **EL 909**

Tuesday and Thursday, 1830-2130 hrs.
Casa Loma Campus
60 hrs: $65.00
Materials: $5.00

Prerequisite: EL 908 or the equivalent.
Course Content: AC fundamentals, vectors, single-phase transformers, single-phase motors, three-phase motors, three-phase transformers, auto-transformers, Hydro-Electric Power Commission Regulations.

Start dates:
October 5, 1982
February 1, 1983

Industrial Electronic Controls (Part 1) **EL 910**

Tuesday and Thursday 1830-2130 hrs.
Casa Loma Campus
72 hours
Fee: $77.00
Materials: $8.00

Prerequisite: Fifth term apprentices, journeymen electricians, or equivalent.
Characteristics, operation and basic applications of semiconductor diodes, zener diodes, bipolar transistors, transistor biasing, photo-transistors, field effect transistors, MOS. FET - transistors, unjunction transistors, thyristors and thermistors. Theory and shop.

Start date:
Septembar 14, 1982

Industrial Electronic Controls (Part II) **EL 911**

Tuesday and Thursday, 1830-2130 hrs.
Casa Loma Campus
72 hours
Fee: $77.00
Materials: $8.00

Prerequisite: EL 910 or equivalent.
A good knowledge of Algebra is required.
Course deals in more depth with devices discussed in EL 910 utilizing a combination of devices in more complete circuits.
Course Content: Calculations of circuit components and selection of solid state devices, using data sheets for circuits such as: filtered power supplies, regulated power supplies, transistor circuits, D.C. amplifiers, complementary amplifiers, Darlington amplifiers, differential amplifiers, operational amplifiers, unjunction transistors and thyristors. Theory and shop.

Start date:
February 1, 1983

Industrial Electronic Controls (Part III) **EL 912**

Monday and Wednesday 1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $5.00

Prerequisite. EL 911.
Course Content: Introduction to digital techniques, number systems, semiconductor devices for digital circuits, operation and applications of basic logic gates bulean algebra, digital integrated circuits, operation and applications of flip flops, counters, timing circuits, shift registers, decoders and encoders. Theory and shop.

Start data:
September 13, 1982

Industrial Electronic Part IV **EL 913**

Monday and Wednasday, 1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $5.00

Prerequisite: EL 912 or equivalent.
Advanced digital circuit and applications in industrial control systems.
Introduction to micro processors and basic micro processor programming. Introduction to programmable controllers and basic programming of programmable controllers. Theory and shop.

Start data:
January 31, 1983

Electrical Pre Exam **EL 950**

Monday and Wednesday
1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $5.00

Prerequisite: Designed for journeymen who are seeking interprovincial standards and those journeymen referred by the Ministry on Provisional Certificates.
Theory, code and equipment over the entire apprenticeship training area.

Start dates:
October 4, 1982
January 17, 1983
April 4, 1983

ELECTRO-MECHANICAL

Electrical Auxillery System **EL 951**

Tuesday and Thursday
1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Supplies: $35.00

Prerequisite: Designed for those Provisional journeymen who are referred from the Ministry.
Theory, operation and control of D.C. and A.C. equipment with respect to motors, transformers, fire alarms, and heating systems.

Start date:
Octobar 5, 1982

Electrical Blueprint Raading **ELDR 612X**

Monday and Wadnasday,
1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $5.00

Prerequisite: Electrical Apprentice, Electrician, or anyone employed in the Electrical Construction and Maintenance Industry.
Course Content: Printing, architect's scale, residential drawings, construction drawings, architectural drawings, structural drawings, concrete drawings, mechanical drawings, specifications, electrical drawings, layout drawings, material take-off, material order, time sheets, inspection, as-built drawings, schematic drawings, and equipment take-off.

Start date:
October 4, 1982

Electronic Fundamantals (Part I) **ELTC 900**

Monday and Wadnasday
1900-2200 hrs.
St. James Campus
60 hours
Fee: $60.00
Materials: $20.00
Laboratory fee: $20.00

Course Content: Energy; electricity; resistors and conductors; cells and batteries; voltage; current and resistance; Ohm's law; electric power; DC circuits; Kirchoff's law; capacitors; electromagnets; inductors and induction; Lenz's law; AC source, vectors; reactance; impedance; resonance; AC power; electric meters; transformers, resonant circuits; AC circuits

Start date:
October 4, 1982

Electronic Fundamentals (Part II) **ELTC 901**

Tuesday and Thursday,
1900-2200 hrs.
St. James Campus
60 hours
Fee: $60.00
Matarials: $20.00
Laboratory faa: $20.00

Prerequisite: Successful completion of ELTC 900.
Course Content: Transducers, vacuum tube operation; basic power supplies, electronic meters; cathode ray tubes; oscilloscope; power transfer; impedance matching; atomic structure of semiconductors, diode junction; avalanche and Zener breakdown; junction transistors; transistor amplifiers coupling methods, power amplifiers. transistor oscillators, FET, UJT semi-conductors data sheets.

Start data:
Octobar 5, 1982

Electronic Fundamantals (Part III) Radio **ELTC 902**

Thursday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $60.00
Matarials: $20.00
Laboratory fee: $20.00

Prerequisite: Successful completion of ELTC 901.
Course Content: Communications systems; amplitude modulation; frequency modulation; demodulation and detection; troubleshooting and maintenance; test equipment; troubleshooting radio receivers; servicing techniques; AM/FM receivers; radio receiver alignment; sound systems; record changers-pickups; tape recorders; RC circuits; LR circuits.

Start date:
October 7, 1982

Logic **ELTC 906**

Tuesday, 1900-2200 hrs.
St. James Campus
45 hours
Fee: $50.00
Materials: $10.00

Prerequisite: Background knowledge of transistor theory.
Course Content: Logic circuits; register circuits; Boolean algebra; arithmetic circuits, codes and error detection; A/D and D/A conversion; laboratories
Note. This course is a prerequisite for ELTC 906A (Computer Systems).

Start date:
September 28, 1982

Computer Systams **ELTC 906A**

Thursday, 1900-2200 hrs.
St. James Campus
45 hours
Fee: $50.00
Materials: $20.00

Prerequisite: ELTC 906 or equivalent.
Course Content: Central processing unit, machine language, addressing schemes; timing and control circuits, bus structures, ROM, 1/O control and interfacing; primary memory circuits, core and solid state storage, peripherals, storage units, printers, keyboards, paper tape, cards, and displays.

Start date:
February 3, 1983

Microprocessors (Part 1) **ELTC 917**

Wednasday, 1900-2200 hrs.
St. James Campus
45 hours
Fee: $50.00
Matarials: $25.00
Laboratory fee: $150.00

Prerequisites: ELTC 906 or equivalent. A basic knowledge of minicomputers and machine language programming would be an asset.
Course Content: Construction of a microcomputer by each student, discussion of microcomputer design, fundamental machine language programming techniques, and basic interfacing procedures will be covered in a lecture/lab setting using the 6800 microprocessor and related support logic.
The constructed microcomputer will be available for the students personal use with the payment of a laboratory fee of $150 of which $125 is refundable with the return of the microcomputer in working condition.

Stert datas:
September 29, 1982
Fabruery 2, 1983

Microprocassors (Part II) **ELTC 918**

Thursday, 1900-2200 hrs.
St. James Campus
45 hours
Fee: $50.00
Materials: $20.00
Optional Lab Fee: $75.00
(Software Consola Construction)

Prerequisites: ELTC 917 or equivalent.
Course Content: Students will develop programs for the 6800 or 8080 microprocessors using the cross-assemblers on the College computer time-sharing facility. Interfaces for teleprinters, keyboard displays, video terminals, cassette tape, and floppy disc, will be discussed and used with the microcomputers built in ELTC 917 in a lecture/lab setting. Popular microprocessors and their support logic will be compared in relation to application

Start datas:
Saptambar 30, 1982
February 3, 1983

Cabla Talevision Practica (Basic) **ELTC 913A**

Monday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $60.00
Matarials: $20.00
Laboretory fee: $20.00

Prerequisite: Recommendation of the employer.
Introduction to T.V sync and composite signals; b&w and colour, modulation channel allocation, antennas and headends, bi-directional CATV systems, computer applications in CATV, radiation problems and testing, microwave in CATV, fibre optics, system monitoring, UHF distribution and local origination programming.

Start date:
January 10, 1983

ELECTRO-MECHANICAL

Video Tape Recordars Theory and Maintenance **ELTC 912**
Wednesday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $10.00

Prerequisite: Fundamental knowledge of TV theory.
Theory of VTR (Video Tape Recording) and VCR (Video Cassette Recording) formats and principles. Signal modulation and demodulation systems; pre-emphasis and de-emphasis requirements, white clipper; limited; D-C restoration; servo-operations; colour signal recording principles; magnetic tape characteristics; time base correction, editing and time-code recording applications; Eng (Electronic news gathering) applications; test and evaluation methods, digital recording.

Start date:
September 29, 1982

Cable Telavision Practice (Advanced) **ELTC 913B**

Wednesday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $60.00
Matarials: $20.00
Laboratory faa: $20.00

Prerequisite: Recommendation of employer.
CATV system design requirements and constraints, system powering, noise and cross intermodulation, antennas and headends, bi-directional CATV systems, computer applications in CATV, radiation problems and testing, microwave in CATV, fibre optics, system monitoring, UHF distribution and local origination programming.

Start date:
January 12, 1983

Electronic Musical Instruments Service **ELTC 919**

Tuesday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $60.00
Materials: $20.00
Laboratory fee: $20.00

Prerequisite: A basic knowledge of electricty and electronics.
Course Content: Review of sound physics and acoustics; harmonic distortion — amplitude vs frequency distortion; Waveform analysis P complex waves, sine waves, square wave, saw tooth, odd harmonics vs even, etc musical frequencies, natural vs tempered scale, sine wave harmonic synthesis P corroborative mutation effects; synthesizer — block diagrams; organ tone generators, keyed oscillators, master oscillator P frequency divider, keying and switching principles, timbre or tone forming principles; filters — active vs passive filters; percussion definition — sologating percussion — touch-response percussion; neon gating and switching; vibrato and tremolo principles; power supplies — regulation — power amplifiers, installation considerations; entertainment organ design

Start date:
October 12, 1982

Digital Systems Servicing Part 1 (Basic Digital Logic) **ELTC 920**

Monday and Wednesday
1900-2200 hrs.
St. James Campus
60 hours
Fee: $60.00
Materials: $20.00
Laboratory fee: $20.00

Prerequisite: Presently employed in the electronics field
Course Content: Binary numbers and codes; basic gate functions (AND, OR, NAND, NOR, XOR and INVERT); basic gate symbols and truth-tables; positive and negative logic conventions; flip-flops; counters; storage and shift registers; timing sources; encoders; decoders, multiplexers and demultiplexers; display devices and multiplexing; reading spec sheets and schematics; types of logic families (TTL, CMOS, ECL) and their characteristics Servicing considerations and test equipment.

Start date:
Octobar 5, 1983

Digital Systems Servicing Part II (Microprocassor 8asad) **ELTC 921**

Tuesday and Thursday
1900-2200 hrs.
St. James Campus
60 hours
Fee: $60.00
Materials: $20.00
Laboratory fee: $20.00

Prerequisite: Successful completion of ELTC 920 or equivalent.
Course Content: Microcomputer basics; terms and conventions; the basic MPU; fetch/execute; addressing modes; basic programming (straight line and branching); simple algorithms; condition codes; the 6800 MPU basic architecture and instruction set. i/o operations; interfacing fundamentals, interfacing with PIA Typical microprocessor based systems; servicing approaches.

Start date:
October 7, 1982

Microprocessors (Data Acquisition and Procass) **ELTC 923**

Wednesday, 1900-2200 hrs.
St. James Campus
30 hours
Fee: $35.00
Materiels: $25.00

Prerequisites: Familiarity with microprocessor architecture, hardware interfacing and machine level programming
Course Content: Concept of analog/digital conversion and data acquisition; concept of process control; on/off, proportional, proportional plus reset and rate; advantages of microprocessor control; programming for data acquisition and process control; state of the art of microcomputer control.

Start date:
February 2, 1983

Fibre Optics in Communications **ELTC 924**

Tuesday, 1900-2200 hrs.
St. James Campus
30 hours
Faa: $30.00
Materials: $25.00

The optical fibre, types of fibre, types of cables, propogation through fibres, mode studies within fibres, numerical aperture, attenuation, bandwith joining fibres, cleaving, polishing the cut end, couplers and connectors, splicing fibres optical time domain reflectometer: electrical optical sources, Led and Lased diodes, coupling, power output, frequency characteristics: photo detectors, types, advantages, applications, coupling system and circuit considerations.

Start dates:
September 28, 1982
February 1, 1983

Hearing Consarvation in Industry **IHS 900**

Tuesday, 1900-2230 hrs.
St. James Campus
30 hours
Faa: $75.00

The course is intended for safety personnel in industry, occupational health nurses and supervisors of health and safety programs.
Course Content: Lectures and practical laboratory work will provide a knowledge of the concepts of hearing conservation, an understanding of the physical measurement of sound, and the ability to undertake audiometric screening. The ethical and legal consideration surrounding audiometry will be covered, as well as record-keeping techniques
Special lecturers from industry and government will give presentations

Start date:
Septembar 28, 1982

1909 – Cherry Street in the winter.
Photo credit. City of Toronto Archives.

ENGLISH & LIBERAL STUDIES

English and Liberal Studies

Academic Upgrading/College Preparatory

These courses are designed for those who wish to upgrade their academic standing for self-development and career improvement and for entry into Apprenticeship, Vocational training and two-year diploma programs offered at Colleges of Applied Arts and Technology.

Pre-Upgrading **ENG 930**

Tuesday, 1900-2200 hrs.
Casa Loma Campus
50 hours
Faa: $40.00

Prerequisite: Grade 4 or equivalent
For student who does not meet the requirements of ENG 906. Emphasis will be on reading and writing skills. Instruction will be individualized although group instruction will be offered as well.

Start dates:
September 14, 1982
January 18, 1983

English Upgrading 8 **ENG 906**

Tuesday, 1900-2200 hrs.
Casa Loma Campus
50 hours
Fee: $40.00

Prerequisite: Grade 7 English or equivalent
Course Content: A basic course emphasizing grammar, usage, spelling, vocabulary, reading, and compositional skills. For students who have been out of school a number of years, this course is an excellent means of refreshing basic language skills and preparing for more advanced courses in English upgrading. Instruction will be individualized although group instruction will be offered as well.

Start datas:
September 14, 1982
January 18, 1983

English Upgrading 9 **ENG 907**

Tuesday, 1900-2200 hrs.
Casa Loma Campus
50 hours
Faa: $40.00

Prerequisite: ENG 906 or equivalent.
Course Content Grammar and usage in considerable detail with application to writing assignments at each session. Punctuation. Spelling. Vocabulary development. Reading. Group teaching techniques will be used as well as individualized instruction.

Start dates:
September 14, 1982
January 18, 1983

English Upgrading 10 **ENG 908**

Tuesday, 1900-2200 hrs.
Casa Loma Campus
50 hours
Fea: $40.00

Prerequisite: ENG 907 or equivalent.
Course Content: Brief review of grammar and punctuation as required. Emphasis will be on developing proficiency in vocabulary, reading and writing skills. Writing skills portion of course will involve descriptive, expository and narrative writing, short reports, and introductory business letters.

Start dates:
September 14, 1982
January 18, 1983

English Upgrading 11 **ENG 909**

Monday and Wednesday
1900-2200 hrs. (Winter)
1730-2030 hrs. (Summer)
Casa Loma Campus
60 hours
Fee: $40.00

Prerequisite: Grade 10 English or ENG 908.
Course Content. Basic communications designed to improve reading rate and comprehension, vocabulary range, principles of discussion and debates, the English language in terms of origin, factors that cause a language to change and standards of usage; essays emphasizing creativity will also be required. Detailed analysis of the short story, poetry and short plays from Twentieth Century literature.

Start dates:
September 13, 1982
January 17, 1983
May 30, 1983

English Upgrading 12 **ENG 910**

Monday and Wednesday
1900-2200 hrs. (Winter)
1730-2030 hrs. (Summer)
Casa Loma Campus
60 hours
Fee: $40.00

Prerequisite: Grade 11 English or ENG 909.
Course Content: Techniques used by various writers as guidelines for the students in assessing their own work, listening and oral skills with emphasis on debates, presentations, and simulated meetings, detailed analysis of representative twentieth century writers with emphasis on drama and novels.

Start dates:
September 13, 1982
January 17, 1983
May 30, 1983

Language and Communication I **ELS 160**

Tuesday 1600-1900 hrs
Casa Loma or
St. James Campus
42 hours
Fee: $50.00

Course Content: This course is restricted to post-secondary students enrolled at George Brown College. ELS 160 is intended as a make-up course for students who do not obtain a passing grade in English 141, English 101, English 126, English 142, English 144, and will satisfy program requirements for most first semester post-secondary language and communication courses.
Emphasis is on clear, concise technical and business writing with minimal grammatical and usage errors. The use of headings, numbering systems and spacing information "packages" will be emphasized in a variety of technical and business writing assignments.

Start date:
January 18, 1983

Mathematics Upgrading 8 **MATH 906**

Thursday, 1900-2200 hrs.
Casa Loma Campus
50 hours
Fee: $40.00

Prerequisite: Grade 7 mathematics or equivalent
Course Content: Whole numbers, fractions, decimals, percent, ratio and proportion, introduction to metric system and use of calculators. Individualized instruction.

Start dates:
September 16, 1982
January 20, 1983

Mathematics Upgrading 9 **MATH 907**

Thursday, 1900-2200 hrs.
Casa Loma Campus
50 hours
Fea: $40.00

Prerequisite: Math 906 or equivalent.
Course Content. Brief review of fractions, decimals, and percent. Powers, square roots, metric system, mensuration and introductory algebra. Individualized instruction.

Start dates:
September 16, 1982
January 20, 1983

Mathematics Upgrading 10 **MATH 908**

Thursday, 1900-2200 hrs.
Casa Loma Campus
50 hours
Fee: $40.00

Prerequisite: Math 907 or equivalent.
Course Content: Properties of triangles, circles, theorem of Pythagoras, volume, weight and capacity, multiplication and division of monomials and binomials, linear equations, simultaneous equations introductory trigonometry. Individualized instruction.

Start dates:
Saptambar 16, 1982
January 20, 1983

Mathematics Upgrading 11 **MATH 909**

Tuesday and Thursday
1900-2200 hrs. (Winter)
1730-2030 hrs. (Summer)
Casa Loma Campus
60 hours
Fee: $40.00

Prerequisite: Grade 10 Mathematics or MATH 908.
Course Content: Brief review of grades 9 and 10 algebra; exponents, scientific notation and formulae; logarithms; mensuration; ratio and proportion; real number system and quadratic surds; plane trigonometry.

Start dates:
September 14, 1982
January 18, 1983

ENGLISH & LIBERAL STUDIES

Mathematics Upgrading 12 — MATH 910

Tuesday and Thursday
1900-2200 hrs. (Winter)
1730-2030 hrs. (Summer)
Casa Loma Campus
60 hours
Fee: $40.00

Prerequisite: Grade 11 Mathematics or MATH 909
Course Content: Brief review of grade 11 algebra; open sentences, equations, and inequalities; relations, functions, and their graphs; quadratic equations; sequences and series; numerical trigonometry.

Start dates:
September 14, 1982
January 18, 1983

Biology — BIO 900

Monday and Wednesday
1900-2200 hrs. (Winter)
1730-2030 hrs. (Summer)
Casa Loma Campus
75 hours
Fee: $40.00

Prerequisite: Grade 10 Science or SCI 908.
Course Content: Human anatomy and physiology at the grade 11 or 12 level; structure and function of the various body systems with laboratory work

Start dates:
September 13, 1982
January 17, 1983
May 30, 1983

Chemistry — CHEM 900

Tuesday and Thursday
1900-2200 hrs. (Wintar)
1730-2030 hrs. (Summar)
Casa Loma Cempus
75 hours
Fee: $40.00

Prerequisite: Grade 10 Science or SCI 908.
Course Content: Grade 11 or 12 level; introductory college chemistry with laboratory work.

Start dates:
September 14, 1982
January 18, 1983
May 31, 1982

Business Writing

Business Communication — ELS 903

Wednesday, 1900-2200 hrs.
St. James Campus
42 hours
Fee: $60.00

Prerequisite: Grade 12 or equivalent
This course is for Certified General Accountancy candidates and any other interested students who require a business communications course. It will include the planning and preparation of business reports, both formal and informal; the effective presentation of financial information Students will be taught to write correspondence that is clear, concise and emphatic. Business correspondence to be stressed includes request, claim, adjustment, credit and collection letters. The creative language type of letter — sales, public relations and social business — will also be covered.

Start dates:
Septamber 29, 1982
January 26, 1983

English and the Business World — ENG 201X

Tuesday and Thursday
1900-2200 hrs.
St. James Campus
42 hours
Fee: $47.00

Course Content: This course in business communication covers a variety of letters, written from both the business firm's and consumer's point of view, including letters of claim, credit, inquiry, and sales; mechanics of the language, particularly as they arise in student writing; report writing in detail. English 201X is one of the electives offered in the part-time programs of Accounting, and Business Management. It is a compulsory course for The Secretarial Practice Program

Start dates:
Septamber 21, 1982
January 25, 1983

Business English (Rafrashar) — ENG 905

Wednesday, 1800-2100 hrs.
St. Jamas Campus
40 hours
Fee: $60.00

Course Content: Designed for people in the work force or planning to re-enter the work force who would like an update in the writing of business communications. It covers a variety of letters, including letters of claim, credit, inquiry, and sales; mechanics of the language, particularly as they arise in student writing; reports, resumes, and oral communication, consisting of interviews, telephone techniques, and prepared talks.

Start dates:
September 29, 1982
January 26, 1983

Creative Writing

Writing for Clarity and Impact — ELS 901

Wadnasday, 1900-2200 hrs.
St. James Cempus
30 hours
Fee: $45.00

Course Content: This is a course for the student who wishes to write clearly and precisely in any situation — business, social, academic, political, journalistic. Topics include: sentence and paragraph stucture, economy of syntax, figures of speech, formal and informal styles, organizing the subject, identifying the goal of communication. This is a nuts and bolts course where language usage and style are examined critically. Students will be required to write and review their work. Carsten Stroud is a freelance writer living and working in Toronto. His articles have been published in all the major Canadian magazines, and by his own admission, in a lot of the minor ones. He has written advertising copy, screenplays, short stories and investigative pieces

Start dates:
September 22, 1982
January 26, 1983

Writing For Fun and Profit — ENG 919

Thursday, 1900-2200 hrs.
St. James Campus
36 hours
Fee: $55.00

This course combines mini-lectures with an informal writers' workshop. It covers all phases in creating and selling non-fiction (articles, interviews, reviews, editorials, etc.) fiction (stories, plays, poems). If you have a strong urge to break into print and you feel you have the necessary talent, this course will gratify that urge and groom that talent.
This course does not guarantee a professional career, it will help you, however, in avoiding the prolonged trial and error in working on your own It will take you, step by step, from recognizing the marketable "story idea" to submitting a professional-looking manuscript to the most likely buyer. This writers' workshop will be conducted by a veteran writer and former editor of the Globe and Mail.

Start dates:
September 23, 1982
Januery 20, 1983

ENGLISH & LIBERAL STUDIES

Charactar and Canadian Writing — ELS 807

Wadnesday, 1900-2200 hrs.
St. James Campus
30 hours
Faa: $45.00

Canadian literature has come of age, with a discernible personality. Full of its own drives, prejudices and eccentricities, it has established an individual place in world culture. This course will examine the character of Canadian writing and the characters in it, from the craggy heroines of Margaret Laurence and the knife-edge satire of Margaret Atwood to the inspired lunacies of Jack Hodgins and the gentle persuasions of Constance Beresford-Howe. Many personalities will be readily available at readings around town, notably Harbourfront. Our literature has now reached the point of commercial interest as well. Films are being made of our books — Timothy Findley's *The Wars*, for instance "Popular" books of style and skill are also beginning to fill the shelves — Tim Wynne-Jones' mystery thriller, *Odd's End* is an impressive example Such work will provide the wider horizons of this course.
A poet, critic, editor (in theatre and poetry for *Cross Canada Writers' Quarterly*) and freelance writer, the instructor Patricia Keeney Smith has published, taught, and given readings extensively. As indicated by her regular readings column for *Poetry Canada Review*, she has a particular interest in the performance of literature and the ability of author/performer to bring Canadian writing to a wider audience.

Start detes:
Septamber 29, 1982
Januery 26, 1983

Poetry Writing — ELS 902

Monday, 1900-2200 hrs.
St. James Campus
30 hours
Fee: $45.00

Course Content: This course examines the craft of poetry and the art of clear self-expression. Students will review Canadian poetry and other forms of modern writing in an exploration of nuance and connotation, and development of style and cybernetics, neurology and coeval literature. Excellent writing flows from clear self-expression and students will be encouraged to write and read from their work to develop a sense of the shape and weight of words and to stress the importance of expressing throughts in clear and concrete images. Christopher Dewdney, the instructor, is a Canadian poet, artist and teacher with five published volumes and six exhibitions to his credit.

Start dates:
September 20, 1982
Januery 24, 1983

Scriptwriting — ELS 805

Tuesday, 1900-2130 hrs.
Casa Loma Campus
25 hours
Faa: $75.00

Prerequisite: Some previous writing and knowledge of current cinema.
The course will examine basic aspects of successful plays and motion picture scripts and provide the opportunity for writers to work with actors during the preparation of their scripts. Some films will be screened and script elements analysed. Text: The Art of Dramatic Writing by Lajas Egri

Start dates:
September 21, 1982
January 25, 1983

Special Interest

Speaking with Confidence — ELS 809

Wednesday, 1900-2200 hrs.
St. James Campus
30 hours
Fee: $55.00

Course Content: When you are called on "to say a few words" to a social or a business group, do swarms of butterflies fill the pit of your stomach? And is that fluttering panic you feel holding you back in your private and business life.
Speaking with Confidence teaches you to make those swarms of butterflies fly in formation; to turn panic into poise.
Class by class, you will see yourself improving, on video-tape. You will learn to deliver reports and to give presentations with visual aids; to introduce guest speakers; to give a presentation and an acceptance speech; to increase your acting ability through playing a role in a mock murder trail.
Be one who says yes to life and leadership through Speaking with Confidence, Speaking with Confidence will be taught by Hugh Thomson, former day editor of the Globe & Mail, successful teacher and writer.

Start dates:
September 29, 1982
Januery 20, 1983

Creative Story Telling — ELS 808

Monday, 1900-2200 hrs.
St. James Campus
30 hours
Fee: $45.00

Course Content: Discover a new side of yourself through the magic of creative story telling and writing for children. Explore the world of yarn spinning and children's fantasy. Learn not only to create and tell better stories but how to turn them into publishable stories.
This course will have a special appeal for anyone instructing children. Claude X. LaBrecque will be presenting Creative Story Telling. He has appeared in schools and libranes throughout Canada and the U.S. in addition to performing, Claude X. LaBrecque is a successful author (*Worms For Sale, How Big Will It Be?*, a handbook on *How To Tell Stories To Children*) and teacher at community colleges.

Start dates:
September 27, 1982
January 24, 1983

Astrology (Level I) — ASTR 900

Thursday, 1900-2130 hrs.
Casa Loma Campus
40 hours
Fee: $65.00

Course Content: Origin and history of Astrology; signs, planets, houses and their relationships. Introduction to Astrology as a tool in understanding oneself and others.

Start dates:
September 16, 1982
January 20, 1983

Astrology (Level II) — ASTR 901

Thursday, 1900-2200 hrs.
Casa Loma Campus
48 hours
Fee: $80.00

Course Content: This level is comprised of 2 parts The first concerns chart making. The methods of setting up a readable horoscope. The second part concerns the planetary aspects and an introduction to interpretation of a chart.

Start dates:
September 16, 1982
January 20, 1983

Astrology (Level III) — ASTR 902

Monday, 1900-2200 hrs.
Casa Lome Campus
48 hours
Fea: $80.00

Course Content: Astrological chart interpretation including planetary patterns, career and personal relationship assessment and transits

Start dates:
September 13, 1982
January 24, 1983

Pre-Technical Program

For English and Liberal Studies courses in the Pre-Health program see the Mathematics and Science section.

Pre-Health Program

For English and Liberal Studies courses in the Pre-Health program see the Mathematics and Science section.

ENGLISH & LIBERAL STUDIES

English as Second Language

Learning to Reed and Write in English (For Beginners) LT 921

Monday and Wednesdey 1900-2100 hrs. Collage Campus 50 hours Fee: $75.00

This course is designed for non-native speakers of English with limited literacy skills.
Course Content: This is a course in basic English. Emphasis will be placed on teaching students to read and write, including alphabet work and spelling. The course is intended to prepare students to enter basic English courses for which the students are required to know how to read and write.

Start detes: September 27, 1982 January 24, 1983

Pre-Intermediate English LT 813

Mondey end Wednesdey or Tuesdey end Thursday 1900-2100 hrs. Collage Campus 50 hours Fee: $75.00

Course Content: This is a course for English as a second language learners who wish to proceed to Intermediate English. The course will concentrate on grammar but will include listening comprehension and pronunciation. There may also be some work in our language laboratory. Successful completion of this course would allow the student to continue studying English at a higher level.

Start detes: September 27, 1982 January 24, 1983

Intarmediate English LT 812

Monday and Wednesday or Tuesdey and Thursday 1900-2100 hrs. College Campus 50 hours Fee: $75.00

Course Content: This is a course for second language learners who already know some English. Most of the course will be devoted to grammar but there will be some time for the following areas: speaking, writing, grammar and listening comprehension. There may be some work in our language laboratory to improve pronunciation. Students who successfully complete this Intermediate Course will qualify for the Advanced Course in English offered at College Campus.

Start dates: September 27, 1982 Jenuery 24, 1983

Advanced English for E.S.L. LT 803

Mondey end Wednesday or Tuesday and Thursday 1900-2100 hrs. College Campus 50 hours Fee: $75.00

Course Content: For students who have already learned to speak and write basic English, includes reading comprehension and developing conversational skills and grammar.
Note: Arrangements can be made for students of this class to write the Michigan Test at this campus.

Start dates: September 27, 1982 Jenuery 24, 1983

Advanced Conversetionel English for New Canadians (Advanced) LT 818

Monday end Wednesday 1900-2100 hrs. Collage Campus 40 hours Fee: $65.00

This course is designed for high intermediate and advanced students of English As A Second Language. The emphasis will be on developing conversational fluency. There will be no formal instruction in English grammar; therefore, students with grammar problems should register in Pre-intermediate E.S.L. (LT 813) or Intermediate E.S.L. (LT 812).

Start dates: September 27, 1982 Jenuery 24, 1983

Writing For Advanced Students of English As A Second Lenguege LT 819

Monday 1900-2100 hrs. Collage Campus 25 hours Fee: $45.00

This course is designed for high intermediate and advanced students of English As A Second Language. Guidance and practice in the art of clear written communication is offered. Participants will choose the particular type of writing that is a problem for them. Instruction will develop out of these specific writing problems.

Start dates: September 27, 1982 Jenuery 24, 1983

Lenguege Test Preparation LT 916

Monday and Wednesday Collage Campus 50 hours Fee: $55.00

This course is designed for intermediate and advanced students of English As A Second Language who are planning to write tests of language proficency such as the Michigan Test or the TOEFL (Test of English as a Foreign Language) Intensive work will be done in the following areas: listening, reading comprehension, writing, grammar and vocabulary.

Start dates: September 27, 1982 Jenuery 24, 1983

English Pronunciation Pert 1 LT 917

Tuesday, 1900-2100 hrs. College Campus 20 hours Fee: $25.00

This course is designed for students of English As A Second Language at intermediate and advanced levels. In this short course the emphasis will be totally on developing good speech production knowledge and habits. Use of the language laboratory will be a part of the course. There will be no formal instruction in grammar.

Start dates: September 28, 1982 Jenuery 25, 1983

English Pronunciation Part 2 LT 919

Tuesdey, 1900-2100 hrs. College Campus 20 hours Fee: $25.00

Prerequisite: LT 917 or previous study in phonology.
Course Content: This course will help students who have completed LT 917, or those who have studied some phonology in another course. Emphasis will be on refining English speech production with further study in transcription, sounds, stress and intonation.

Start dates: Septembar 28, 1982 Jenuery 25, 1983

English for Science and Technology LT 922

Tuesday end Thursday 1830-2130 hrs. College Campus 80 hours Fee: $115.00

This 80-hour course is designed for non-native speakers of English. Applicants should have a good grounding in English. There will be an entrance test, and only people whose level is suitable will be accepted.
Course Content: This course will concentrate on developing the student's ability in all aspects of scientific and technological English. It will be particularly helpful for students intending to work in this field or to study in one of these areas at a college or university.

Start dete: Septamber 28, 1982 Jenuery 25, 1983

ENGLISH & LIBERAL STUDIES

Language Teaching

A Practical Course in Teeching English as a Second Language to Adults LT 912

Monday and Wednesday 1915-2115 hrs. College Campus 140 hours Fee: $165.00

Prerequisite: Applicants should be native speakers of English with demonstrable expertise in the Canadian dialect. An exception could be made if a non-native speaker were judged to have equivalent fluency. Preference is given to those involved in, or those who have a future commitment to, the field.
Course Content: The course is divided into two major sections: 110 lecture hours on Monday and Wednesday **evenings**, and a two-part practicum **during the day**.
Lectures cover theoretical and practical topics in Linguistics and Teaching English as a Second Language (TESL). The majority of lecture hours are devoted to general ESL methodology and the discrete language skills of listening, speaking (including pronunciation), reading and writing.
In addition, a substantial number of hours are spend studying phonetics, phonology, grammar, language testing, psycholinguistics and sociolinguistics.
The first segment of the practicum (10 hours, September to December) comprises lesson observation.
The second segment (20 hours, January to April) compnses practice teaching under the guidance of experienced ESL teachers.
Enrolment is limited. To obtain an application form please phone 967-1212 ext. 307 or 331. Applicants will be accepted on the basis of a personal interview.

Start dete: September 1982

French Language Training

George Brown offers French language training at two of its downtown locations. The St. James Campus features a "basic" level and the College Campus offers "basic", "intermediate" and "advanced" classes. Streaming before start date will assure that students are placed in a class reflecting their language level.
The aim of the courses is to develop conversational skills. Attention will also be given to other language skills (reading, writing, comprehension, etc.)
Please inquire about any French courses not listed (967-1212, ext. 319)

French for Lunch LT 821

I Tuesdey end Friday 1300-1400 hrs.
II Monday and Wednesday 1200-1300 hrs.
III Monday and Wednesday 1300-1400 hrs.
St. James Campus 20 hours Fee: $30.00

Course Content: This course offers general French language development appropriate to the individual's competence; language is presented in relevant socio-cultural context during this lunch time course.

Start dates: September 27, 1982 January 17, 1983

Speaking French (Basic) LT 805

Wednesday, 1815-2115 hrs. St. James Campus 36 hours Fee: $50.00

Course Content: This course offers general French language development appropriate to the individual's competence; language is presented in relevant socio-cultural context.

Start dates: September 29, 1982 January 26, 1983

Speaking French (Basic) LT 804A

Tuesday and Thursday 1900-2100 hrs. College Campus 50 hours Fee: $75.00

Course Content: This course offers general French language development appropriate to the individual's competence; language is presented in relevant socio-cultural context.

Start dates: September 28, 1982 January 25, 1983

Speaking French (Intermediate) LT 804B

Tuesday and Thursday 1900-2100 hrs. College Campus 50 hours Fee: $75.00

Course Content. This course offers general French language development appropriate to the individual's competence, language is presented in relevant socio-cultural context.

Start dates: September 28, 1982 January 25, 1983

Speaking French (Advanced) LT 804C

Tuesday and Thursday 1900-2100 hrs. College Campus 50 hours Fee: $75.00

Course Content: This course offers general French language development appropriate to the individual's competence, language is presented in relevant socio-cultural context.

Start dates: September 28, 1982 January 25, 1983

Italian

Italian Laneguage and Heritage (Basic) LT 806A

Monday and Wednesday 1900-2100 hrs. College Campus 50 hours Fee: $75.00

Course Content: Development of facility in both speaking and the writing of the language, language instruction will be given in contexts that reflect the most notable features of Italian Culture.

Start dates: September 27, 1982 January 24, 1983

Spanish

Spanish Lenguege and Haritege (Basic) LT 808A

Monday and Wednesday 1900-2100 hrs. College Campus 50 hours Fee: $75.00

Course Content: Development of facility in both speaking and the writing of the language, language instruction will be given in contexts that reflect the most notable features of Spanish Culture, particularly the cultures of the Spanish-speaking countries in South America.

Start dates: September 27, 1982 January 24, 1983

Spanish Language and Heritage (Intermediate) LT 8088

Monday and Wednesday 1900-2100 hrs. College Campus 50 hours Fee: $75.00

Course Content: Development of facility in both speaking and the writing of the language, language instruction will be given in contexts that reflect the most notable features of Spanish Culture, particularly the cultures of the Spanish-speaking countries in South America.

Start dates: September 27, 1982 January 24, 1983

Spanish Language and Heritage (Advanced) LT 808C

Monday and Wednesday 1900-2100 hrs. College Campus 50 hours Fee: $75.00

Course Content. Development of facility in both speaking and the writing of the language, language instruction will be given in contexts that reflect the most notable features of Spanish Culture, particularly the cultures of the Spanish-speaking countries in South America.

Start dates: September 27, 1982 January 24, 1983

1907 – An egg and spoon race at Hanlan's Point.
Photo credit: City of Toronto Archives.

Fashion Technology

Creative Fashion Dasign
Apparal Managamant

The following courses are offered to those people interested in obtaining a diploma in Creative Fashion Design or Apparel Management, or in upgrading their present employment. They are also suitable for those who wish to upgrade their home sewing and design skills and to have some exposure to industrial techniques.
Some credit courses in the full-time Apparel Management program are scheduled in the evening. Part-time students are welcome.
All courses listed below bearing code number in the one, two, three or four hundred series carry credits which can be used towards obtaining a two or three year diploma in specialized programs. Please contact the Dean or Chairman for details.

Apparel Construction I (Dressmaking Elementary) DRES 141X

Monday and Wednesday, or Tuasday and Thursday, 1800-2100 hrs.
Kensington Campus
60 hours
Fee: $65.00
Equipmant Faa: $15.00

Course Content: Elementary dressmaking using commercial patterns, samples, measurements, relationship of pattern, style and fabric; laying-out patterns; sewing techniques (hand and industrial machines). Student to supply own materials.

Start detes:
September 13 & 14, 1982
January 17 & 18, 1983

Apparel Construction II (Dressmaking Intarmediate) DRES 145X

Monday, 1800-2100 hrs.
Kensington Campus
30 hours
Fee: $35.00
Equipmant Fea: $15.00

Prerequisite: Basic Sewing skills.
Course Content: Continuation of DRES 141X. Proper selection of style and pattern to suit the wearer and material; purpose and selection of supporting fabrics; selection and preparation of lining fabrics; preparation of the pattern and pattern alterations. Student to supply own materials

Start dates:
Septembar 13, 1982
January 17, 1983

Apparel Construction III (Drassmaking Advencad) DRES 151X

Tuesday and Thursday, 1800-2100 hrs.
Kensington Campus
60 hours
Fea: $65.00
Equipment Faa: $15.00

Prerequisite: Preferably DRES 141X and/or DRES 145X or equivalent experience.
Course Content: Efficient use of materials to minimize waste. Couture methods. The student will provide own material.

Start datas:
September 14, 1982
January 18, 1983

Apparel Pattarn Drafting I (Elementary) PAT 141X

Monday and Wednesday, or Tuasday and Thursday, 1800-2100 hrs.
60 hours
Kensington Campus
Fae: $65.00
Equipmant Faa: $15.00

Prerequisite: Knowledge of dressmaking.
Course Content: Elementary pattern design (misses sizes 8-10, 12, master blocks); drafting directly "on the flat", i.e. on paper; designing ladies' skirts, slacks, blouses, dresses to manufacturing methods, to a price range. Students to supply own materials

Start dates:
Septamber 13 & 14, 1982
January 17 & 18, 1983

Apparel Pattern Drafting II (Intarmadiate) PAT 143X

Tuesday, 1800-2100 hrs.
Kensington Campus
30 hours
Fee: $35.00

Prerequisite: Preferably PAT 141X or equivalent experience.
Course Content: Drafting to manufacturing sizes. Misses dresses, evening dresses, jackets, outer wear, lingerie. Students to supply own materials

Start dates:
September 14, 1982
January 18, 1983

Apparel Pattern Drafting III (Advanced) PAT 151X

Tuasday, 1800-2100 hrs.
Kensington Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Prerequisite: Preferably PAT 143X or equivalent experience
Course Content: Design of a garment from a sketch or an original idea; creative styling such as coats, suits, sportswear, etc., and also dresswear and advanced styling. Students to supply own materials

Start dates:
September 14, 1982
January 18, 1983

Tailoring (Ladies') DRES 146X

Tuesday and Thursday, 1800-2100 hrs.
Kensington Campus
60 hours
Fea: $65.00
Equipment Fee: $15.00

Prerequisite: Preferably DRES 141X or basic sewing skills.
Course Content: Ladies' tailoring, sewing, cutting techniques, finishing coats and suits using commercial patterns. Industrial machines
Students supply own materials

Start dates:
September 14, 1982
January 18, 1983

Fashion Illustration I (Elamantary) PAT 144X

Wednasday, 1800-2100 hrs.
Kensington Campus
30 hours
Faa: $35.00

Course Content: An introductory course in fashion drawing emphasizing the drawing methods used in industry. Rough sketch and working drawing; achieving textures and patterns; finished drawing in mixed media.
Students to supply own materials

Start dates:
September 15, 1982
January 19, 1983

Fashion Illustration II (Intarmediata) PAT 154X

Wadnesday, 1800-2100 hrs.
Kansington Campus
30 hours
Fee: $35.00

Prerequisite: Preferably PAT 144X or equivalent experience.
Course Content: Commercial applications in fashion art. Creative sketching, line, colour related to fashion concepts.
Students supply own materials

Start datas:
September 15, 1982
January 19, 1983

Fur and Leather Design FUR 545A

Friday, 0800-1200 hrs.
1300-1500 hrs.
Kansington Campus
60 hours
Fee: $65.00
Matarials: $10.00

Prerequsite. Experience in the industry.
Course Content: Drafting patterns and grading.
Students must purchase own instruments and factory cotton.

Starts avery Friday

Fur Manufacturing Tachniques (Elementary) FUR 544X

Monday, Tuasday, Wadnesday and Friday
0800-1200 hrs.
Kansington Campus
84 hours
Faa: $89.00

Prerequisite: Interview or employment in fur industry.
Course Content: Cutting, sewing, blocking and finishing fur garments. Students may purchase required pelts at cost and must supply own tools.

Starts avery Monday

FASHION

Laether Manufecturing Techniques **LTH 544A**

Thursday, 0800-1300 hrs.
Kensington Campus
40 hours
Fee: $45.00
Equipment Fee: $15.00

Prerequisite: Ability to operate industrial sewing machine.
Course Content: Cutting leather and sewing on walking-foot machine as well as hand-stitching. Making garments.
Students must purchase own leather and supply own tools.

Starts every Thursday

Work Managamant I (Tima Studies) — (Apparal) **AT 100X**

Wednesday, 0900-1300 hrs.
Kensington Campus
64 hours
Fee: $69.00
Equipment Faa: $15.00

Prerequisite: Grade 12 mathematics, apparel plant experience or equivalent.
Course Content: Methods, time and motion studies with emphasis on sewing and cutting and work simplification.
Students supply own stop watches and boards

Stert date:
September 15, 1982

Personnal and Industrial Reletions **AT 161X**

Monday, 0900-1200 hrs.
Kensington Campus
48 hours
Fee: $53.00
Equipment Fee: $5.00

Course Content: Includes SEW 141 plus techniques for training production employees, single-needle sewing machine. Selection, orientation, evaluation of operators and cutters.

Start date:
September 13, 1982

Sargar Machina **SEW 542X**

Monday to Friday
0800-1500 hrs.
Kensington Campus
30 hours
Fee: $35.00
Equipment Faa: $15.00

Course Content: Special module (30 hours) for students reaching SEW 141X/151 objectives in less than 240 hours. Also available for part-time students during regular classes — how to operate serger as used in Ontario apparel plants
Students to supply own garment fabric.

Starts every Monday

Blind Stitch Machine **SEW 543X**

Monday to Friday
0800-1500 hrs.
Kensington Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Course Content. Special module as for SEW 542X — how to use blind stitch machine as used in Ontario apparel plants.
Students to supply own garment fabric.

Starts every Monday

Button-Hole and Button Sewer Machine **SEW 544X**

Monday to Friday
0800-1500 hrs.
Kensington Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Course Content: How to use button-hole and button sewer as used in Ontario apparel plants.

Starts every Monday

Window and Retail Display **DISP 900**

Monday and Wednesday
1800-2100 hrs.
Kensington Campus
60 hours
Fee: $85.00
Equipment Fee: $10.00

Prerequisite: Practical motivation.
Course Content: Purpose, concepts and uses of window display; basic tools, materials and graphics as used in fashion and menswear, practical merchandise trims; use of mannequins, display themes.

Start dates:
Septembar 13, 1982
January 17, 1983

Furniture and Furnishings

Furniture Finishing **FURN 103X**

Monday and Wednesday
1800-2100 hrs.
Kensington Campus
60 hours
Fee: $65.00
Equipment Fee: $15.00

Course Content: Surface preparation and basic colour treatments including staining and glazing; hand and spray application of varnish, shellac, and lacquer.
Students supply own materials.

Start dates:
September 13, 1982
January 17, 1983

Furniture Upholstery I **FURN 104X**

Monday and Wednesday
1800-2100 hrs.
Kensington Campus
60 hours
Fee: $65.00
Equipment Fee: $15.00

Course Content: Stuffing and covering, measuring, cutting, fitting and stapling
Students supply own materials.

Start dates:
Septembar 13, 1982
January 17, 1983

Knitting by Machine Basic **CFT 900**

Tuesday, 1800-2100 hrs.
Kensington Campus
30 hours
Faa: $35.00
Equipment Fee: $15.00

Course Content: The course will familiarize the student with the basic concepts in operating a knitting machine. The student will learn basic techniques in producing a garment. Lace, tuck, skip and flaire-isle techniques will be shown and used. The students will also learn how to produce a personal measurement chart and different finishing

Start dates:
Septamber 14, 1982
January 18, 1983

Knitting by Machine Intermediata **CFT 901**

Monday, 1800-2100 hrs.
Kensington Campus
30 hours
Faa: $35.00
Equipment fee: $15.00

Course Content: The students will continue developing skills on the knitting machine by charting of a variety of skirt styles (1/2 size samples) and weaving by machine techniques. They will also be introduced to the Knit-Leader and Ribber attachments, and some garment finishing methods

Start dates:
September 13, 1982
January 17, 1983

Knitting by Machina Advanced **CFT 902**

Wednesday, 1800-2100 hrs.
Kensington Campus
30 hours
Fee: $35.00
Equipment fee: $15.00

Course Content: Continuation of techniques learned. The course projects emphasize executing finished items, ranging from simple knits to elaborate designs and combining yarn with other materials. The course emphasizes the skills used in the knitting industry. Upon completion of the three courses, the graduates would be able to find employment in the knitting industry.

Start dates:
September 15, 1982
January 19, 1983

Grading Techniques For Apparel Industry Elemantary **CFT 903**

Monday or Tuesday
1800-2100 hrs.
Kensington Campus
30 hours
Fee: $45.00

Course Content: Demonstration of skills of grading patterns by simple and reliable methods. Grading of patterns for all styles of misses and junior size garments. The course will help the student to better understand the mechanics of grading and thereby assist in producing garments with better fit.

Start dates:
September 13 or 14, 1982
January 17 or 18, 1983

FASHION

Hairdressing and Grooming

Ladies' Advenced Heirdressing **HAIR 900**

Monday and Wednesday
1930-2230 hrs.
Kansington Campus
60 hours
Fee: $125.00
Equipment Fee: $25.00

Prerequisite: Ontario Certificate of Qualification and currently employed.
Course Content: Review of basic techniques; advanced methods of scissor and razor cutting, blow waving, ironing, back-combing and back-brushing techniques; handling short and long hair, fashion trends.

Start date:
January 17, 1983

Heirdressing for Berbers **8AR8 901**

Tuesday and Thursday
1930-2230 hrs.
Kansington Campus
60 hours
Faa: $85.00
Matarials: $35.00

Prerequisite: Ontario Certificate of Qualification in Barbering.
Course Content: Basic ladies hairdressing, dry and wet setting, combouts, finger waving, pincurls, skip wave permanent waving and tinting.

Stert detes:
Septembar 14, 1982
Jenuery 18, 1983

Berbering for Heirdrassars **8AR8 902**

Mondey and Wednesdey
1930-2230 hrs.
Kensington Campus
60 hours
Fee: $65.00
Matarials: $20.00

Prerequisite: Ontario Certificate of Qualification in hairdressing.
Course Content: Practical men's haircutting with the emphasis on short hair and tapers, shaving, strapping, honing, facials, hairpieces and blow drying.

Start dates:
Septembar 13, 1982
Jenuery 17, 1983

Ceramics

Basic Caramics **CER 900**

Saturday, 0900-1200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00
Meteriels: $25.00

Course Content: Introduction to construction, hand building and wheel techniques, painting and glazing process.

Start dates:
September 18, 1982
January 22, 1983
April 9, 1983

Ceramics 1 **CER 101X**

Monday and Wednesday
1900-2200 hrs.
Casa Lome Campus
60 hours
Fee: $65.00
Meteriels: $25.00

Course Content: Introduction, concentrating on hand building and wheel techniques, surface enrichment, brush painting and glazing techniques.

Stert detas:
September 13, 1982
April 4, 1983

Caramics 2 **CER 151X**

Monday and Wednesdey
1900-2200 hrs.
Case Loma Campus
60 hours
Fee: $65.00
Materials: $25.00

Course Content: Review of basic techniques in CER 101X, introducing more advanced and difficult techniques in manufacturing, shaping and decorating ceramics.

Start date:
January 17, 1983

Caramics 3 **CER 201X**

Tuesday and Thursday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Matarials: $25.00

Course Content: Advanced work in ceramic techniques — hand building forms, wheel techniques — emphasis on function and decorative qualities in ceramics.

Stert datas:
September 14, 1982
April 5, 1983

Caramics 4 **CER 251X**

Tuesdey and Thursday
1900-2200 hrs.
Casa Loma Campus
60 hours
Faa: $65.00
Matarials: $25.00

Prerequisite: CER 201X. Proof of study required for advanced class. This class will accommodate intermediate students (CER 101X and CER 151X).
Course Content: Advanced ceramic techniques, emphasis on individual teaching, subjects covered by class and individual projects. Functional ceramics, decorative forms, architectural forms — decorative and creative use of materials in clay and glaze.

Start date:
January 18, 1983

Watchmaking/Jewellery

Watchmaking/Jewellery Arts

The following courses are offered to people interested in obtaining credits towards a diploma in Jewellery Arts or in Upgrading their present employment. These skills can also be learned for personal development and enjoyment. All courses listed below bearing code numbers in the one, two, three or four hundred series carry credits that can be used towards obtaining a two year or three year diploma in specialized programs. Please contact the dean or chairman for details.

Jawellery (Introduction) **JWL 160A**

Wadnesday or Thursday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Equipmant Faa: $15.00

Prerequisite: Current employment in industry or hobbyist.
Course Content: Introduction to jewellery making, cutting, filing; hard soldering, finishing and polishing of precious metals. Students supply own materials.

Stert datas:
Septamber 15 end 16, 1982

Jewellary (Rafresher — Introduction) **JWL 160D**

Wednesday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Prerequisite: JWL 160A
Course Content: Review of JWL 160A with additional bench time making, finishing, soldering, polishing jewellery.
Students supply own materials.

Start date:
March 16, 1983

Jewellery — Beginners **JWL 160B**

Tuesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $15.00

Course Content. Introduction to casting techniques; precious metals; cuttlefish casting, and centrifugal casting. Students supply own materials.

Start date:
September 14, 1982

Jawallary — Beginners (Cesting — Rafrasher) **JWL 160E**

Tuesday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Prerequisite: JWL 160B.
Course Content: Review of JWL 160B with additional casting room time and projects. Students to supply own materials.

Start date:
March 15, 1983.

Jewellery (Intarmadiata) **JWL 160C**

Wednesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $15.00

Prerequisite: JWL 160A or current employment in jewellery manufacturing.
Course Content: Further instruction and bench work in making jewellery, finishing, polishing and basic repairs as indicated. Leads to JWL 260A. Students supply own materials.

Start date:
September 15, 1982

FASHION

Jewellery (Refresher — Intermediata) JWL 160F

Wednesday, 1900-2200 hrs.
Case Lome Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Prerequisite: JWL 160C.
Course Content: Review of JWL 160C with additional bench time on cutting, filing, soldering and basic jewellery techniques.
Students to supply own materials.

Start date:
March 16, 1983

Gem Setting JWL 162X

Thursday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $85.00
Equipment Fee: $15.00

Prerequisite: JWL 160A, B, and C
Course Content: Follows JWL 160A to work in gem setting.
Students supply own materials.

Start dete:
Septembar 16, 1982

Gem Setting (Refresher) JWL 162D

Tuesday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Prerequisite: JWL 162X.
Course Content: Additional bench work in setting gems and review of techniques.
Students supply own materials.

Start date:
March 15, 1983

Engraving — Baginners JWL 163X

Monday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Equipmant Fea: $15.00

Course Content: Basic introduction to hand engraving techniques.
Students supply own materials

Start dete:
Septamber 13, 1982

Jewellary Making (Silversmithing) JWL 164X

Tuesdey, 1900-2200 hrs.
Case Loma Campus
60 hours
Fea: $65.00
Equipment Fee: $15.00

Prerequisite: Currently employed in the jewellery industry or hobbyist.
Course Content: Table ware — hollow ware. Items other than jewellery — raising and planishing.
Students supply own materials.

Start date:
September 14, 1982

Jewellery Making (Refresher) (Silversmithing) JWL 164D

Tuesday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Prerequisite: JWL 164X.
Course Content: Review of techniques with additional projects in raising and planishing. Items other than jewellery.

Start date:
March 15, 1983

Jewellery Making (Enamelling) ENA 170X

Monday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $15.00

Course Content: Enamelling, elementary theory and practice applying enamel to metal.
Students supply own material.
Note: 12 students per class. (Additional classes will be formed as numbers warrant).

Start date:
September 13, 1982

Jewellery Making (Refresher) (Enamelling) ENA 170D

Monday, 1900-2200 hrs.
Case Loma Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Prerequisite: ENA 170X.
Course Content: Review of enamelling techniques; additional kiln use and projects.
Students supply own materials.
Note: 12 students per class. (Additional classes will be formed as numbers warrant).

Start date:
March 14, 1983

Jewellery — Advanced JWL 260A

Tuesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fea: $65.00
Equipment Fee: $15.00

Prerequisite: JWL 160A and C
Course Content: Advanced techniques in the manufacture of jewellery. Individual teaching to personal needs
Students supply own materials.

Start dete:
September 14, 1982

Jewellery — Advenced (Refresher) JWL 260C

Tuesday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Prerequisite: JWL 260A.
Course Content. Review of jewellery making techniques including additional bench time and projects.
Students supply own materials

Start date:
March 15, 1983

Jewellery Making (Lapidary) JWL 903

Wednesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $15.00

Course Content. Cutting gem material with diamond saw; grinding and lapping practice; sanding and polishing gem material; materials used for polishing and their uses; stopping procedure; orientation of gem stones, selecting rough materials; theory of facet cutting, comparative hardness of materials.
Students supply own materials.

Start date:
September 15, 1982

Jewellery Making (Lapidary Refresher) JWL 904

Wednesday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Prerequisite: JWL 903
Course Content. Review of lapidary techniques. Introduction to facetting, cutting more valuable materials. Students supply own materials.

Start dete:
March 16, 1983

Jewellery Design DES 169X

Tuesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $10.00

Course Content: Basic design; history of jewellery, sketching and drawing two and three dimensional designs.

Start date:
September 14, 1982

Jewellary Dasign (Refresher) DES 169D

Tuesday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Prerequisite: DES 169X
Course Content: Review of good design principles; sketching, drawing and further study of well designed jewellery.

Start date:
March 15, 1983

Gammology I GEM 167X

Monday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $15.00

Prerequisite: Applicant may be either employed in the jewellery industry or be interested in jewellery as a hobby.
Course Content: Elementary gemmology; study of precious stones, cut, shapes; colour and basic physical properties of stones; introduction to using instruments.

Start date:
September 13, 1982

Gemmology II (Intermediata) GEM 267X

Tuesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $15.00

Prerequisite: GEM 167X
Course Content: Study of precious stones, minerals and organic substances, physicial properties, chemical composition and testing methods.

Start date:
Septamber 14, 1982

FASHION

Gammology III (Advanced) GEM 367X

Thursdey, 1900-2200 hrs.
Case Loma Campus
60 hours
Fea: $65.00
Equipment Fee: $15.00

Prerequisite: GEM 267X.
Course Content: Study of precious stones; advanced instrument theory.

Start dete:
September 16, 1982

Clock Repairing Skills WACH 901

Tuesday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Material fee: $20.00

Prerequisite: Current employment in the watchmaking industry or hobby.
Course Content: This program is designed to teach beginners the skills needed to perform basic repair on clocks. The student will learn to operate the watchmakers lathe to make bushings, repivot wheels, refinish pivots and bearings and make screws, rivets and other simple repairs.

Start date:
September 14, 1982

Besic Clock Repairing WACH 903

Tuesday, 1900-2200 hrs.
St. James Campus
30 hours
Fee: $35.00
Material Fee: $20.00

Prerequisite: WACH 901 or proof of equivalent competency.
Course Content: Disassembly, cleaning, assembly and minor adjustments of alarm clocks and other simple clocks without striking mechanism. Rebushing, refinishing pivots and other skills from WACH 901 will be applied as needed.

Start date:
February 8, 1983

Quertz Watch Servicing WACH 906

Monday, 1900-2200 hrs.
St. James Campus
45 hours
Fee: $50.00
Equipment Fee: $20.00

Prerequisite: Ontario Certificate of Qualification in Watch Repairing
Course Content: Basic electricity and electronics as applied to watches. Use of electronic testing equipment for analysis and adjustment. The student will learn the theory of quartz oscillators, integrated circuits, LED, LCD and Analogue displays. He or she will also learn micro soldering and replacing of components such as quartz crystal, capacitors, etc. Several modern type movements, LCD and analogue, will be analyzed and serviced to practice troubleshooting and adjusting. The students will also learn to replace case components.

Start dete:
Septamber 13, 1982

Intermediata Clock Repairing WACH 904

Tuesdey, 1900-2200 hrs.
St. James Campus
90 hours
Fee: $95.00
Meteriel fee: $20.00

Prerequisite: WACH 902 or proof of equivalent competency.
Course Content: General repair of mantel clocks with 1/2 hour striking mechanisms, 400 day clocks and other types of striking and alarm clocks. The theory of escapements, the pendulum and the balance wheel as well as the theory of rack-type striking and count wheel striking mechanisms will be augmented by practical application to clock servicing.

Start dete:
September 14, 1982

Advanced Clock Repairing WACH 905

Monday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Meterial fee: $20.00

Prerequisite: WACH 903 or proof of equivalent competency.
Course Content: General servicing of chime clocks with the emphasis on making or restoration of parts such as the pallet, the escape wheel, wheel cutting, making lantern pinious, making the count wheel, the snail and the rack. The relevant theory will be presented parallel with the practical project. This course will be an on going course in which the students will select the projects at the beginning of the term.

Start date:
September 13, 1982

GENERAL INTEREST

Automotive

Know Your Car — Part 1 **CAR 800**

Tuesday, 1830-2130 hrs.
College Campus
12 hours
Fee: $40.00

Course Content: With a new family-size car costing $8,000 or more and the trend to self-serve gas stations it is essential for the car owner to understand her/his car. Ray Stapley is Canada's best known auto mechanic and car columnist. For years his popular advice in the Toronto Telegram and more recently the Toronto Star has answered readers questions on cars with down to earth horse sense and real understanding. He will explain in layman's terms the major maintenance requirements of any car, easy to perform spot checks and tasks, such as changing a flat. He will show you how to start a stubborn engine and how to deal with the garage mechanic if repairs are really needed. He will tell you when to replace tires, batteries, brakes and provide dozens of tips that will save you money and repair bills and lengthen the life of your car.

Start dates:
Octobar 19, 1982
February 15, 1983

Know Your Car — Part 2 **CAR 801**

Thursday, 1830-2130 hrs.
College Campus
12 hours
Fee: $40.00

Course Content: The second part of the course will demonstrate and discuss the components of the lubricating system including types and grades of oil, how to change the engine oil and oil filter; winter starting aids and accessories; the brake system; tires — how to buy and what kind, changing a tire; the exhaust system and how to check for leaks, how to check and adjust the clutch, suspension system, replacing shock absorbers; changes recommended to haul a trailer; rustproofing and body work, replacing headlights and bulbs. He will also provide dozens of tips that will save you money and repair bills and lengthen the life of your car.

Start dates:
November 25, 1982
March 31, 1983

1908 – A rainy afternoon walk
Photo credit: City of Toronto Archives.

Driver Instructor Education Course

In conjunction with recently amended regulations established by the Ministry of Transportation and Communications which governs the licensing of driver instructors, George Brown College is pleased to announce that a Driver Instructor Education course has been arranged. For further information please call 362-2471.

Business

How To Salact Live-In Help **CE 873**

Tuasday & Thursday or Monday & Wednesday
1900-2200 hrs.
St. Jamas Campus
12 hours
Fee: $40.00

This course will introduce you to the ins and outs of selection, recruitment, placement and supervision of in-home help. Topics will include the problems and difficulties incurred when hiring live-in personnel; immigration, wages, skills and assessment of household needs.

Start dates:
October 5, 1982
February 7, 1983

How To Deal With Conflict **CE 822**

Thursday, 1830-2130 hrs.
St. James Campus
12 hours
Fee: $40.00

This course is designed to deal with the many causes of conflict; the types of conflict, and the ways of resolving conflict. Topics covered are: psychological factors, group dynamics, communication, employee relations and family relations. Howard Jones is the Executive Officer to the Chairman of the Ontario Human Rights Commission. His job entails advising and assisting the chairman on the complex issues and problems of Human Relations in society. He presents speeches, designs and conducts seminars on the issues of intergroup and interpersonal conflicts, race relations, multiculturalism, sex discrimination and sexual harassment in employment and in the community.

Start date:
October 21, 1982

Effective Communication: Supervisors & Managers **CE 891**

Tuesday, 1900-2200 hrs.
St. James Campus
12 hours
Fee: $45.00

This short course is designed for supervisors or first line managers who have recently been promoted or desire to upgrade their communication skills. Techniques in such areas as non-verbal communication, listening, group effectiveness, and public speaking will be emphasized. Discussion topics will include setting communication goals, changing audience expectations, increasing productivity through communications and measuring effectiveness.

Start dates:
October 19, 1982
February 15, 1983

Investment Strategies **CE 862**

Thursday, 1800-2100 hours
St. James Campus
24 hours
Fee: $60.00

Course Content: The student will be shown how to choose among the following investments: guaranteed savings such as guaranteed investment certificates and Canada Savings Bonds; fixed-income securities, such as bonds, mortgages and annuities, equity securities, such as preferred and common shares, mutual funds and other investments such as gold, foreign exchange and collections.

Start dates:
October 14, 1982
February 10, 1983

Women in Management **CE 895**

Wednesday, 1700-1900 hours
St. James Campus
18 hours
Fee: $50.00

This course addresses the fundamental issues in the special context of the woman manager and the additional learning and adjustment she must make in order to succeed. A woman must be more knowledgeable, more skilled and more sensitive to the organizational environment in which she works. But, the basic managerial skills of planning, supervision, decision-making and meeting performance objectives remains the same for men and women managers.

Start dates:
October 6, 1982
February 2, 1983

Developing an Effective Nawsletter/Producing Small Businass Publications **CE 844**

Wednesday, 1900-2200 hrs.
St. James Campus
18 hours
Fea: $50.00

This short course is for editors and writers of small publications produced for companies, service groups, clubs and other organizations. It will be of interest to persons starting new publications or those involved in preparing a present publication. Workshop sessions, skills, interviewing, writing, editing, layout and production will be emphasized. Discussion topics will include stating publication goals, defining designs and improving effectiveness. Publications of participants will be used for instruction where possible.

Start datas:
October 20, 1982
February 16, 1983

Disc Jockey Part I **CE 803**

Monday or Wednasday
1900-2200 hrs.
College Street
30 hours
Fea: $75.00

Course Content: This course will provide the participants with the expertise to operate electronic equipment effectively, to program music selections and to assess and cater to the desires of the group they are entertaining. Acquiring professional MC'ing style will be highlighted.

Start datas:
October 4, 1982
February 2, 1983

Disc Jockay/Social Functions Part II **CE 883**

Wednasday
1900-2200 hrs.
College Street
20 hours
Fae: $75.00

Course Content: Learn the expertise necessary to develop and manage your own D.J. business. Dennis Hampson who presented Disc Jockey Part I to you, has developed a new course which will deal with purchasing a company, standardizing equipment and procedures, planning, cash flow, tax planning and training your own disc jockeys.

Start date:
October 6, 1982

GENERAL INTEREST

Legal Awareness

Common Law, Marriage, Divorce — To Contract or Not To Contract **CE 889**

Tuesday, 1900-2200 hours
St. James Campus
3 hours
Fee: $10.00

Course Content: This course will discuss the advantages and disadvantages of entering into a legal contract between common law or marrying spouses. It will discuss the alternatives to entering into a contract and how to provide protection for child support, spousal support, and property ownership for both spouses. Examples of contracts will be discussed and recent case law on the area will be referred to.

Start datas:
October 26, 1982
Februry 22, 1983

Pastimes

The Art of Mima Part I **CE 838**

Wednesday, 1900-2200 hrs.
St. James Campus
15 hours
Fea: $40.00

Course Content: Each two hour session will include instruction and practice of mime techniques, creative movements and character/scene studies. No gymnastic or athletic skills are necessary — old and young will enjoy learning how to use individual and delicate movements to convey expression and effect and while practising these motions participants will acquire an undreamt of flexibility in their bodies. Participants will discuss and evaluate mime performance as an art form in its own right and as an essential aspect of all acting and stage presentation. Adrian Pecknold, a well-known Canadian mime artist and choreographer, has many T.V., screen and stage credits.

Start dates:
October 6, 1982
Feburary 2, 1983

The Art of Mima Part II **CE 894**

Wednesday, 1900-2200 hrs.
St. James Campus
15 hours
Fee: $40.00

Course Content: Adrian Pecknold has developed an advanced mime course to help the student become more competent in technique so that character and style may be more fully explored. Time will be spent on the review and refinement of Manipulation and Illusory techniques. Introduction of Personal Clown, The smallest mask the 'Red Nose' Mimetic and Verbal approach to Commedia Del 'Arte and the half mask of Italian Stock-Characters will be covered.

Start dates:
Novamber 17, 1982
March 16, 1983

Coin Collecting **CE 845**

Wednesday, 1930-2130 hrs.
Casa Loma Campus
20 hours
Fee: $50.00
Materials: $5.00

Course Content: Using a combination of lectures, slide presentations and guest speakers, participants will learn how to assess and grade the quality of rare coins, what to collect and what not to collect and the use of coin collecting as a hedge against inflation. There will also be a thorough discussion of numismatic history, coin photography and artistry.
The instructor, John Regitko, is the 1981 Chairman of the Canadian National Coin Club Association Convention and is consultant to the Canadian National Exhibition on coin exhibits.

Start data:
February 2, 1983

Pleasure and Profit in Philately **CE 837**

Monday, 2000-2200 hrs.
St. James Campus
16 hours
Fee: $50.00

This course is designed for people experienced or novice, who love stamps and collecting. The course will encompass the many areas pertinent to philately, tools, auctions, value, investment and arrangement of the collection for exhibition.

Start date:
October 18, 1982

Stained Glass I **ART 805A**

Monday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $100.00

Level I: An introduction to the copper foil and lead techniques of stained glass. The course is designed, both for a complete beginner and for anyone who wishes to become more proficient in this age old craft. All aspects of stained glass will be covered so that each member of the class will become familiar with all the tools and materials necessary in the completion of stained glass windows. The course will provide an appreciation of the possibilities and qualities of a unique material.

Start date:
October 4, 1982

Stained Glass II **ART 805B**

Tuesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $100.00

Level II: A follow up to Level I, a prerequisite for this course must be that the student should have either attended Level I at the college or equivalent. It is recommended that students are able to work proficiently at both the lead and copper foil techniques. The course will provide the opportunity to work on more complex window designs, and a tiffany lamp of either lead or copper foil. A more advanced theory in designing of stained glass windows will be introduced and students will be encouraged to work on original designs.

Start date:
October 5, 1982

Stained Glass III **ART 805C**

Thursday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $100.00

Level III: This course will provide the opportunity to learn the age old skills of painting on glass. A window will be made which will incorporate painting on antique glass, the firing process, completion and installation. Abrasive techniques will also be covered, such as acid etching and sandblasting. A prerequisite for the course would be that a student be able to have a knowledge of the leading technique of stained glass, and have a more artistic aptitude towards painting and brush control. It will be a unique artistic experience and provide a practical background with which to study more clearly the beauty and merits of historic pieces.

Start date:
October 7, 1982

How To Buy Antiques **CE 817**

Wednesday, 1900-2200 hrs.
Casa Loma Campus
12 hours
Fee: $35.00

Come, and learn about the booming antique market. Whether for investment or pleasure, everyone wants to know more about his/her treasures. Stress will be on the recognition of different styles and periods of furniture, china, glass and silver, also the discernment of quality and craftsmanship. The instructor, Marion Heller, has studied extensively in England in the fine and decorative arts.

Start dates:
October 6, 1982
February 2, 1983

How To Travel Europe First Class On A Minibudget **CE 840**

Tuesday, 1900-2200 hrs.
St. James Campus
12 hours
Fee: $40.00

Course Content: At this course you will learn how to plan the trip of a lifetime. Through expert planning you will save time and money while enhancing the quality of your holiday. Topics will include accommodations, food, packing, flight arrangements, and sightseeing. Make your European dream come true.

Start date:
February 1, 1983

GENERAL INTEREST

War Games **CE 839**

Thursday, 1930-2200 hrs.
St. James Campus
20 hours
Fee: $45.00

This course will introduce the military history and technology of the Napoleonic Era. Participants will investigate the art of war as practiced and influenced by Napoleon. The major campaigns will be discussed as well as the organization, weapons and uniforms of the main armies. Activities will include a survey of a selection of the many simulation games covering this period, as well as an evaluation of their effectiveness in portraying Napoleonic warfare. The instructor, Barry Sandler is an experienced teacher of educational programs and an avid wargame enthusiast.

Start dates:
October 21, 1982
Febraury 10, 1983

How To Buy Stereo Equipment **CE 879**

Wednesday, 1800-2100 hrs.
St. James Campus
12 hours
Fee: $40.00

Come, and let an unbiased expert show you how a stereo is designed, assembled and marketed. How to avoid gimmicks and help you choose the right equipment to answer your needs for the right price. The selection, purchase, setup and simple maintenance of stereo equipment for use in your home will be discussed in this course.

Start dates:
October 13, 1982
February 9, 1983

Herbs and Harbal Remedies **CE 865**

Thursday, 2000-2200 hrs.
Casa Loma Campus
20 hours
Fee: $50.00
Materials: $5.00

This course will introduce participants to the hundreds of herbs, their history and modern medicine's reliance on herbal cures, the effects of herbal groups on the body, and their use as preventative and curative agents. The legislation appertaining to herbs will be discussed and full coverage will be given to healers, aphrodisiacs, poisons, toxins, the recognition and discrimination of adulterated herbs. Throughout the course adequate opportunity will be given for group discussion on all aspects of the world of herbs and herbal remedies.

Start dates:
October 7, 1982
February 3, 1983

Lifestyles

Workshop for Singles **CE 885**

Saturday, 0900-1545 hrs.
St. James Campus
Fee: $50.00

Do you wish to do more than just survive? Get in the swing of things by meeting new friends and at the same time learn new skills. You will have the opportunity of attending two workshops in the morning and two in the afternoon. Topics will include:
Gain Confidence/
How to Overcome Shyness
Howard Jones, of the Ontario Human Rights Commission who does Effective Speaking successfully for the College, will begin this workshop for you. He will teach the student to understand and then how to overcome his/her shyness. It will help him/her learn to relax and enjoy meeting new people with confidence.

Assertiveness for Singles
Maureen Hennessy, O.S.E.Y., whose background includes experience in education, psychology and psychotherapy, will help the student learn how to become more assertive. How to express himself/herself in a direct and straightforward way without either denying his/her own personal responses or trampling on the rights of others.

Motivation
Berte Rubin is working towards a doctorate in Adult Education as a mature student at U. of T. Her professional goals are to help people understand what inhibits, frustrates, subjugates and frightens them. Once these problems have been indentified the student can best motivate himself/herself to arrive at their goals.

Be More Liked end Feal Good
Clive Cannon conducts many programs with regard to developing professional skills and improving behavioural patterns. The idea of this wrap up session is to help improve one's self awareness and to help people to be more comfortable with themselves and other people.

Start dates:
October 23, 1982
February 19, 1983

How to Develop Volunteer Effectiveness — Part I **CE 891**

Tuesday
1900-2100 hrs.
St. James Campus
10 hours
Fee: $35.00
Materials: $5.00

Course Content: In this course you will examine aspects of responsibility and rewards related to volunteer activities. Topics will include: effective one to one relationships, program organization, delegation and team work. Students will learn how to acquire the satisfaction of helping to make someone else's life more meaningful. Learn how to succeed as a volunteer.

Start dete:
November 2, 1982

Issuas In Urban Life **CE 893**

Wadnesday
1930-2130 hrs.
St. James Campus
16 hours
Fee: $50.00
Materials: $5.00

This course is designed to acquaint students with problems in urban life. It will examine various forms of behaviour common to life in the inner city. Juvenile delinquency, mental illness, drug abuse, white collar crime and the role of the police will be examined. Students will be encouraged to participate. The course will be of interest to professionals seeking greater understanding of their role and those concerned about city living.
Ken Radway has a B.A. in sociology and an M.A. in criminology from the University of Toronto. He has worked in the fields of probation, mental health and children's services. He brings a background of practical insight as well as theoretical knowledge to this course.

Start dates:
October 13, 1982
February 9, 1983

Sailing

Practical Coastal Navigation For Tha Yachtsman **CE 816**

Monday, 1900-2200 hrs.
St. James Campus
30 hours
Fee: $60.00

Course content: This practically oriented coastal navigation course for cruising sailors includes compass use and corrections, chart work, bearings, buoyage, signals and signalling, dock and anchorage procedures, coping with darkness, fog and heavy weather, and planning a passage. Ancedotes, films and literature related to the topic will be discussed.

Start dates:
October 4, 1982
January 24, 1983

GENERAL INTEREST

Celestial Navigation for the Yachtsman CE 801

Monday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $60.00

Course Content: In this comprehensive navigation course for the yachtsman, participants will learn how to determine their position from the deck of a small boat anywhere in the world. Care and use of the sextant, how to take sights and plotting positions will be emphasized. A text, almanac, tables and minimal geometry instruments will be required for the course. A list of this equipment may be obtained from the Continuing Education office at 967-1212, ext 465/6.

Start date:
October 4, 1982

Self Improvement

Effective Speaking CE 848

Tuesday, 1830-2130 hrs.
Kensington Campus
24 hours
Fee: $55.00

Course Content. Participants will learn effective speaking and the tricks of addressing an audience. They will, throughout the course, deliver their own experimental, prepared and impromptu speeches, will practice the art of debating and how to motivate those whom they address. Participants will, through their newly established confidence in addressing an audience, become aware of greater ease in social encounters and will learn to "use" nerves as a means of maintaining spontaneity in all encounters and before all audience sizes.

Start dates:
October 19, 1982
February 1, 1983

Gain Confidence/ Overcome Shyness CE 876

Thursday, 1830-2130 hrs.
Kensington Campus
12 hours
Fee: $40.00

Howard Jones who does Effective Speaking has designed a new short program to help you understand and then how to overcome your shyness. He will show you how to relax and enjoy meeting new people with self confidence. You will learn new conversation skills and social graces.

Start date:
February 3, 1983

Assertiveness Training CE 824

Wednesday, 1900-2100 hours
St. James Campus
16 hours
Fee: $45.00

Course Content. The assertive person is able to express herself in a direct and straight forward manner without either denying her own personal responses, or trampling on the rights of others. Assertiveness training teaches the principles of mature inter-action — how to insist on being treated with respect, how to be taken seriously, and how to say "no" without feeling guilty. The practical application of these principles will be a major focus of the course. Topics covered will be every woman's bill of rights, behaviour cycles, breathing to combat stress, body language, games we play, refusing requests, the decision to change, techniques of assertion, coping with criticism and dealing with anger.

Start dates:
October 6, 1982
February 2, 1983

How To Make-Up Your Face CE 868

Saturday, 1300-1600 hrs.
St. James Campus
12 hrs.
Fee: $30.00

Through the development of a personalized basic beauty routine each student will learn how to look their best. Topics include: contouring; colour theory; products, special needs from daytime to evening.

Start dates:
October 9, 1982
February 5, 1983

Feeling Fabulous CE 836

Tuesday, 1730-1930 hrs.
St. James Campus
16 hours
Fee: $55.00
Matarials: $3.00

Style for the Toronto woman means looking classically elegant and casually comfortable. This is a blend of high fashion, quality products, attention to detail and an essential underlying sense of physical well-being.
Feeling Fabulous combines the ingredients in a program which emphasizes equally the way you look and the way you feel. Look at wardrobe planning, style trends, budgeting, accessories, and clothing care. Feel the suppleness and relaxation that come from exercises you can do at a desk, on the subway, at home, or anywhere else your work and play take you.
The program is unique — it will be offered in a comfortable setting with a personalized approach that allows each participant to integrate the content into her lifestyle. It is offered as a practical learning experience and enjoyable tonic at the end of your day.

Start dates:
October 19, 1982
February 1, 1983

How To Be A Perfect Host/Hostess CE 843

Monday, 1800-2100 hrs.
St. James Campus
12 hours
Fee: $40.00

Learn how to plan all aspects of entertaining with the least amount of wear and tear. This course will help you share the experience of successful entertaining with family and friends; it will explore both the formal and informal occasion. Advice will be offered in a relaxed atmosphere that is designed to amuse as well as inform the student. Laugh and learn to entertain with ease and enjoy your own parties.

Start dates:
October 18, 1982
February 14, 1983

Age is Not a Barrier CE 871

Tuesday, 1900-2200 hrs.
St. James Campus
12 hours
Fea: $40.00

This course is a response to the new phenomenon in today's society — a dramatically increased choice of lifestyles for later adult years. We will explore: assessing what we have to cope with a changing world; being independent but supportive in your groups; creating new channels to allow for changing identities, and creating new learning opportunities.

Start dates:
Novamber 16, 1982
March 1, 1983

How To Cope With Stress CE 821

Tuesday, 1900-2200 hrs.
Casa Loma Campus
12 hours
Fea: $40.00

Take the first step. Learn how to understand stress, the cause and the cure. By eliminating unnecessary tensions you will function more efficiently, and enjoy life to its fullest.

Start dates:
October 5, 1982
February 15, 1983

Toronto — What's Happening

Inns of Ontario CE 892

Tuesday, 1900-2200 hrs.
St. James Campus
12 hours
Fee: $35.00

Course Content: Students will have the opportunity to become familiar with the fascinating history of Ontario by studying the historic inns and dining places scattered throughout this province. Some are renovated old mills and family houses — others retain their original use as hostelries. Many date back to the late 1700's and many more to the early and mid 1800's. Grouped regionally, the inns will be described. Historical or cultural interest will be noted, the cuisine available, accommodation, prices and the acceptability of credit cards.
Marvin Fremes, who has written a new book entitled "Inns of Ontario", brings a wealth of information to this short course.

Start dates:
October 5, 1982
February 1, 1983

GENERAL INTEREST

Victorian People CE 896

Thursday, 1930-2130 hrs.
St. James Campus
(Enoch Turner Schoolhouse)
8 hours
Faa: $50.00

Course Content. To understand modern Toronto we must understand Victorian Toronto. The period from 1840 to 1900 saw Toronto transformed from an unimportant colonial outpost to a modern world city. This course will look at the people who made the city, reformers, politicians, intellectuals, educators, publishers, clergymen, businessmen and artists. The lives, ideas and accomplishments of these men and women will be highlighted in four lectures.

Start date:
September 23, 1982

How Toronto Graw CE 852

Thursday, 1930-2130 hrs.
St. James Campus
8 hours
Fee: $30.00

Course Content: From the beginning the City of Toronto has been a fascinating mixture of old and new, persistence and change. In this course the City's development will be treated in four stages: the colonial city (1793-1850), the commercial city (1850-1890), the industrial city (1890-1950), the management and control centre (1950-present).
At each stage the city's buildings, economy, contributing social groups and townscape will be considered. The lectures will be illustrated by slides, maps, and photographs. Students will participate in group discussion and basic research exercises. Gunter Gad is Associate Professor of Geography at the University of Toronto and past chairman of its Urban Studies Program.

Start date:
February 10, 1983

You and Your Home

The Instructor
Marilyn Rothman is a real estate broker with her own company, specializing in residential sales and leasing in the Metropolitan Toronto area. She is a member of the Toronto Real Estate Board and the Ontario Real Estate Association and brings nine years of successful business experience to her teaching. These courses are designed for beginners with little or no experience in the real estate field and Marilyn's objective in each specialized course, is to provide solid answers to the issues, concerns and questions which individuals bring to the course.

Buying Your First Home RE 801

Saturday, 1000-1500 hrs.
St. James Campus
5 hours
Faa: $20.00
Matarial: $5.00

Course Content: The purchase of a first home is a time of much excitement and apprehension. This course will provide the first-time home buyer with sufficient information to make a knowledgeable decision. It will cover all the steps in the process including: establishing a price range, selecting the right real estate agent, evaluating neighbourhoods in the Toronto area, establishing fair market value, obtaining financing, making an offer, closing costs and procedures, settling-in expenses.

Start dates:
October 2, 1982
February 5, 1983

Condominiums — An Alternative Lifastyle CE 869

Saturday, 1000-1500 hrs.
St. James Campus
5 hours
Fee: $20.00
Materials: $3.00

This course will explore the multi-faceted condominium approach to living in Metropolitan Toronto; its various styles, the advantages and disadvantages, its differences in comparison to buying a single family dwelling. Topics covered will include: how to choose a good building, what is a good investment, financing, price ranges, co-operatives, and trends in the Metro area.

Start dates:
October 23, 1982
February 26, 1983

Renovating an Old Toronto House: Showcasa or Shambles CE 826

Tuesday, 1900-2100 hours
St. Jamas Campus
8 hours
Fee: $30.00
Materials: $3.00

Course Content: A layman's guide to the basics of home restoration and remodelling — the planning process, the probable costs, the practical limitations, (structural constraints, etc.), the approval procedure, the respective role of architects, designers and contractors, and some help in their selection, the question of contracts and deposits, expected completion times, possible disruptions, typical problem areas, the possibility of doing part of the work oneself, the final inspection and timing of payments. This course opens the door to the ins and outs of fixing up or adding to an older home, while keeping costs from going through the roof.

Start dates:
October 19, 1982
February 22, 1983

Design Your Own Kitchen CE 861

Tuesday, 1900-2200 hrs.
St. James Campus
30 hours
Fee: $55.00
Materials: $15.00

Course Content: This course will introduce creative planning, measuring, and design of functional and attractive home kitchens. Topics covered will be: cabinets, appliance selection, countertops, planning and storage, design problems, drawing the floor plan, creating an atmosphere and lighting.

Start dates:
October 5, 1982
January 25, 1983

Leisure Actitivies

General Fitness FIT 800

Monday and Thursday
1930-2030 hrs.
Casa Loma Campus
28 hours
Fee: $46.00

Course Content: This is a co-educational fitness program designed to improve all components of your physical fitness. Each class is accompanied by music and concentrates on your cardiovascular system, as well as your strength, flexibility and muscular endurance.

Start dates:
Septamber 13, 1982
January 10, 1983
May 2, 1983

Yoga YOGA 800

Wednesday, 1900-2100 hrs.
Casa Loma Campus
24 hours
Fee: $42.00

The scientific technique of Traditional Yoga presented in this course will cover physical culture Asana, Pranayama — breathing, meditation — mind-training. This ancient technique concentrates on individual-self-development for perfect physical and mental well-being. It is strictly individual and teaches methods for independent use.

Start dates:
September 29, 1982
January 12, 1983
April 6, 1983

Tennis (Beginners) TENN 800

Friday, 1700-1900 hrs.
Kensington Campus
16 hours
Fee: $30.00

Course Content. Learn the art of playing tennis. A beginning game of tennis requires skill on four basic strokes — forehand, backhand, volley, serve — plus footwork.

Start dates:
October 1, 1982
January 14, 1983
March 11, 1983
May 6, 1983

GENERAL INTEREST

Tennis (Intarmediete) TENN 802

Wednesday, 1900-2100 hrs.
Kensington Campus
16 hours
Fee: $30.00

Course Content: Practical skills required for participation at an advanced level are stressed, including the volley, different hits, footwork and methods of analyzing the sport.

Stert detes:
September 29, 1982
January 12, 1983
Merch 9, 1983
Mey 4, 1983

Tennis (Advenced) TENN 804

Friday, 1900-2100 hrs.
Kensington Campus
16 hours
Fee: $30.00

Course Content: Advance your knowledge and skills in tennis, with special attention given to forearm, backhand and serving plus tennis strategy.

Start dates:
Octobar 1, 1982
January 14, 1983
March 11, 1983
May 6, 1983

Baginnars Kerete CE 888

Tuesdey and Thursday
1900-2100 hrs.
Kensington Campus
40 hours
Fee: $65.00

Course Content: This style of Karate is completely non-contact. It is designed to take the beginner through the white belt level in preparation for the first ranking. Basics such as stance, punches, blocks, kicks and walking will all be included in this course. Topics covered are: Kata — a series of prearranged moves, incorporating the basics, Kumite — prearranged sparring and Kumite — free sparring. The style of Karate is Wado Ryu and this course will be taught by Bill Eguchi.

Stert detes:
October 5, 1982

Bicycle Touring:
The Ultimate Experienca CE 881

Tuesday, 1900-2100 hrs.
St. James Campus
12 hours
Fee: $35.00

Course Content: Learn how to spend a two week vacation on a 10 speed bicycle carrying all your camping gear safely and enjoyably. Topics also covered will include: equipment selection, travel gear, nutrition, physical conditioning, safety, trip planning, bicycle maintenance and the complete tool picture.

Start dete:
October 5, 1982

1907 – The Humber River and the Old Mill.
Photo credit: City of Toronto Archives.

GRAPHIC ARTS

Graphic Design Diploma Credit Courses

To accommodate the industry's needs, for your convenience, the Visual Arts Department now offers credit courses in the Graphic Design Extension Program. Therefore, credits obtained part-time are fully transferable to the full-time diploma program.

Courses will be offered in segments to equalize the hours per semester of the full-time program.

This evening program is equivalent to the two-year Graphic Design program which is formulated and organized to develop students' skills and abilities to the highest level of competence in the fields of graphic design and advertising arts. Upon graduation, students are prepared to pursue a career starting as a junior artist which leads to professional status in the advertising arts industry. The industry offers diversity and exceptional opportunities for personal and professional growth.

All applicants must submit a portfolio of five to ten samples and pass an art test. Arrangements must be made with the Visual Arts Department for an interview and art test at least two weeks in advance of the course start dates.

Graduates receive a diploma after completion of the program.

Phone the Visual Arts Department if you need more information regarding fees and registration.

Second year courses will be introduced in the evening program in the 1983-84 year

Drawing Research DRAW 120X

Two Semesters
Monday, 1825-2200 hrs.
St. James Campus — Room 207
50 hours/semester

Using diversified subjects, drawing exercises will be carried out in various media with emphasis on: line, proportion, shading & textures, in negative and positive form. The application of perspective will be taught in relation to interior renderings and outdoor sketching.

Start dates:
September 13, 1982
January 17, 1983

Life Drawing LIFE 121X

Two Semesters
Tuesday, 1825-2200 hrs.
St. James Campus — Room 221
50 hours/semester

A traditional approach to drawing based on the human figure. Understanding attitudes, positions and movements using contour, gesture, diagramatic and progressive drawing.

Start dates:
Septambar 14, 1982
January 18, 1983

Lattaring LETT 122X

One Semester
Tuesday, 1825-2200 hrs.
St. James Campus — Room 248
50 hours

A thorough exposure is given, beginning with history, current usage, terminology and family. Practical application is the keynote, commencing with pencil, proceeding to pen, brush and marker. Co-ordinated with knowledge gained, emphasis is placed on devising letters to indicate special effects

Start dates:
September 14, 1982
January 18, 1983

Design DES 123X

Four Semesters
Thursday, 1825-2200 hrs.
St. James Campus — Room 253
50 hours/semester

Two dimensional design will be taught in a frame of reference. Geometric and free shapes are arranged to produce contrast value and textures. Some basic advertising layouts will be executed

Start dates:
September 16, 1982
January 20, 1983

Sciance of Colour COLR 124X

Two Semesters
Wednesday, 1825-2200 hrs.
St. James Campus — Room 248
50 hours/semester

An extensive study of the Munsell Colour System will be made. Rendering a colour wheel and producing various colour combinations using this system. Colour value exercises will be carried out. History of art projects are also carried out in this course.

Start dates:
September 15, 1982
January 19, 1983

Graphic Reproduction Studies PRNT 125X

Two Semesters
Monday, 1825-2200 hrs.
St. James Campus — Room 253
50 hours/semester

Students will be introduced to printing technology and will be exposed to typesetting, camera & stripping, platemaking and the various methods involving the printing process.

Start dates:
September 13, 1982
January 17, 1983

Mechanicals MECH 126X

One Semestar
Wednesday, 1825-2200 hrs.
St. James Campus — Room 228
50 hours

The use of materials and equipment to produce geometrical drawings and mechanical artwork. The use of amberlith overlays and keyline methods for camera ready artwork. The operation of the stat camera

Start dates:
September 15, 1982
January 19, 1983

Illustration ILLS 128X

Two Semesters
Tuesday, 1825-2200 hrs.
St. James Campus — Room 210
50 hours/semester

The use of various commercial techniques. Concepts in books, magazines, newspapers and T.V. graphics. Mainly related to applied art but also encompassing personal picture making

Start dates:
September 14, 1982
January 18, 1983

Typographical Design TYPO 129X

Two Samasters
Tuesday, 1825-2200 hrs.
St. James Campus — Room 228
50 hours/semester

Instruction will be given in the ordering and application of suitable typefaces, including basic measurements and copyfitting. Felt tip marker indication is stressed. This knowledge will be applied to designing with actual type

Start dates:
September 14, 1982
January 18, 1983

Studio Graphics STGR 130X

One Semester
Monday, 1825-2200 hrs.
St. James Campus — Room 228
50 hours

Prerequisite: MECH 126X.
Under studio conditions, students will carry out camera ready artwork. Using these techniques additional design projects will be executed such as packaging and mock-ups of annual reports

Start dates:
September 13, 1982
January 17, 1983

Marker Rendering Techniques MRK 131X

One Semester
Monday, 1825-2200 hrs.
St. James Campus — Room 248
50 hours

An extensive study beginning with the correct use of, and the various methods of, handling felt-tipped markers as they apply to layout and design problems. Both graphic and photographic rendering techniques will be thoroughly explored

Start dates:
September 13, 1982
January 17, 1983

Certificate Courses

Airbrush Techniques AIRB 901

Tuesday, 1830-2200 hrs.
St. James Campus — Room 207
50 hours
Fee: $55.00
Material Fea: $35.00

Course Content: For both beginners and advanced students. Students will learn the fundamental working procedures as well as advanced airbrush techniques as used in today's illustrations. The student will also learn through many examples and demonstrations from the setting up of equipment and actual operation of the airbrush. The many specialized applications in rendering and retouching will be taught. Projects will include. Illustration, Product Rendering, Advertising Illustration.

Start dates:
September 14, 1982
January 18, 1983

GRAPHIC ARTS

Photo Retouching RETO 902

Wednasday, 1830-2200 hrs.
St. Jamas Campus — Room 207
50 hours
Fee: $55.00
Material Fee: $35.00

Course Content: Any artist involved in advertising art should develop the important skills of photo retouching. In this course the student will work with photo dyes in both black and white and colour. Through demonstration and personal involvement students will learn airbrushing, highlighting, blending and other various retouching methods.

Start dates:
Septamber 15, 1982
January 19, 1983

Certooning CART 808

Wednasday, 1830-2200 hrs.
St. James Campus — Room 210
50 hours
Fee: $65.00

Course Content: For your own pleasure or to add to your income. This course is for the beginner as well as persons with some experience. Cartooning is effectively used in business in all forms of advertising, sales promotion and in the entertainment field. Various cartooning techniques will be taught including creation of characters, conventional signs of cartooning and how to draw caricatures.

Start dates:
Septamber 15, 1982
January 19, 1983

Advertising Design 8esic ADES 900

Wednasday, 1830-2200 hrs.
St. James Campus — Room 253
50 hours
Fee: $55.00
Meteriels: $25.00

Prerequisite: Interest in art.
Course Content: The course is designed to give the theories of commercial art/graphic design, along with some practical work in thumbnails, rough layouts, comprehensive layouts, mechanicals, paste-ups and colour separation by amberlith overlays.

Stert detes:
September 15, 1982
Januery 19, 1983

Advertising Design Advanced ADES 902

Monday, 1830-2200 hrs.
St. James Campus — Room 210
50 hours
Fea: $55.00
Materiels: $25.00

Prerequisite: Advertising Design ADES 900 or equivalent qualifications or experience in a related field.
Course Content: This course will cover past history and present trends of commercial art/graphic design.
The students will design and prepare camera ready art for a number of projects at an advanced level including print media advertisements, logo designs and their application to stationery, package design, promotional design, typographical design and basic photography.
For the preparation of camera ready art work the student will operate a stat camera and IBM composer.

Start dates:
September 13, 1982
January 17, 1983

Screen Printing

Screan Printing (Basic) SP 901

Monday, 1800-2130 hrs.
St. James Campus
50 hours
Fea: $55.00
Meteriels: $35.00

Course Content: This course is designed as an introduction, to enable the student to complete a number of projects, such as greeting cards, T-shirts, place mats or posters. Stencil cutting, colour mixing, screenmaking and handprinting.
Nota: Students must provide printing surfaces other than paper. Instructor reserves the right to limit material usage.

Start dates:
September 20, 1982
January 17, 1983

Screen Printing (Advanced) SP 903

Tuesday, 1800-2130 hrs.
St. James Campus
50 hours
Fea: $55.00
Meteriels: $40.00

Prerequisite: Successful completion of SP 901 (Basic) or equivalent industrial experience.
Course Content: Operation of process camera, line and half-tone filmmaking, film imposition, preparation of indirect and direct photo stencils.
A course designed to enable the student to complete a limited number of advanced projects, such as: fine art prints, wood or plastic decoration, posters or T-shirts.
Nota: Students must provide printing surfaces other than paper. Instructor reserves the right to limit material usage

Start dates:
Septamber 21, 1982
January 18, 1983

Signwriting and Show Card Writing

Signwriting SIGN 900

Tuesday, 1830-2200 hrs.
St. James Campus
50 hours
Fea: $55.00
Materials:$35.00

Course Content: Fundamentals of general signwriting, masonite, plywood, metal and glass and introduction to Screen Printing.
Brush lettering, type faces, colour and layout theory and practice, materials, basic screen printing.

Start dates:
September 21, 1982
January 18, 1983

Show Card Lettering SIGN 901

Tuesday, 1830-2200 hrs.
St. James Campus
50 hours
Fee: $55.00
Meteriels: $35.00

Course Content: This course is designed as an introduction to show card lettering; pen lettering and the production of banners, and posters, etc. Students who have previous experience will be encouraged to do advanced work.
Pen and brush lettering, type faces, colour and layout theory and practice

Start detes:
September 21, 1982
Januery 18, 1983

General Interest Courses

Interior Design and Decoration DES 801

Tuesday, 1830-2200 hrs.
St. James Campus — Room 254
50 hours
Fee: $65.00

Course Content: A practical course for persons interested in interior design and decoration of their homes and apartments. Topics covered are: floor plans, colour schemes, furniture layout in rooms and leisure areas, lighting, kitchen design and fabrics. Selection of: furniture, drapes, carpets and other accessories for all rooms. There will be field trips plus basic exercises and projects. Exterior design will be covered for patios, sun porches and decks etc.

Start dates:
September 14, 1982
January 18, 1983

Watercolour Painting WATR 807

Monday, 1830-2200 hrs.
St. James Campus — Room 221
50 hours
Fee: $65.00

Course Content: For the beginner and persons with some painting experience. Introduction to the watercolor media with emphasis on material selection and preparation. Students will be required to produce several sketches and demonstrate ability to work from a sketch to finished art. Later, students will produce a finished landscape, a thematic painting and a subject of their choice

Start datas:
Septembar 13, 1982
January 17, 1983

Portrait Painting PAIN 904

Wadnasday, 1830-2200 hrs.
St. Jamas Campus — Room 221
50 hours
Fae: $65.00

Prerequisite: Basic drawing knowledge
Course Content: This course is designed for beginners as well as for advanced students. Instruction will be given in anatomy and colour mixing pertinent to Portraiture. Students will also study Old Masters Techniques and work from models in any media they choose. (Oil, tempera, acrylic, water colour or pastel)

Start detes:
September 15, 1982
Januery 19, 1983

Art Collecting For Pleasure and Profit **ART 812**

Thursdey, 1830-2200 hrs.
St. Jamas Campus — Room 248
50 hours
Fee: $65.00

Course Content: This course explores the exciting world of art and art investment from the present day and throughout the ages. Students will learn about contemporary and historical Canadian art, the art of the French Impressionist and European Old Masters. Other topics covered are: gemstones, current market prices and conditions, distinguishing fakes from genuine things, etc. Slide lectures will be featured as well as a few field trips.

Start detes:
September 16, 1982
Jenuery 20, 1983

Painting On Silk **PAIN 811**
(French Dye Technique)

Monday, 1830-2130 hrs.
St. James Campus
12 hours
Fee: $25.00
Meteriels: $15.00

Course Content: This is an introductory course to painting using French dyes and resist on silk. Students will initially experiment on small samples to learn the resist applicator and dyes, and gain control over line and colour application. Other areas covered will be: elements of design, colour theory, composition, presentation techniques and marketing skills in relation to scarves, banners, wall hangings, etc.

Start detes:
September 20, 1982
October 18, 1982
November 15, 1982

Woodcarving **WOOD 800**

Wednesdey, 1900-2200 hrs.
Cese Lome Campus
75 hours
Fee: $95.00

Course Content: Properties of wood, nature of woodcarving; principles of design as applied to the materials; selection of tools.
Demonstration of Techniques: Carving in round, relief, incised, pierced, decorative chip and gouge carving; construction arrangement of carved forms for decorative purposes; applied carving for functional objects; finishing techniques; inlay of metal in wood for jewellery and other objects.
Students must supply all materials for class.

Start dates:
September 29, 1982
Jenuery 19, 1983

Visual Communications and Photography

Basic Audio-Production Techniques **ADIO 923**

Monday and Wednesday
1800-2100 hrs.
St. Jamas Campus
60 hours
Fee: $105.00

Course Content: Students will obtain a good understanding of recording techniques, acoustics, microphones and the preparation of slide-sound programs
Extensive practical work is undertaken through the course.

Start detes:
September 27, 1982
April 4, 1983

Audio Production Techniques **ADIO 928**

Mondey end Wednesdey,
1800-2230 hrs.
St. Jamas Campus
90 hours
Fee: $230.00

Prerequisite: Basic Audio Production Techniques ADIO 923 or similar course and/or experience.
Course Content: This course is designed to extend the working knowledge of those who have already completed ADIO 923, or have gained suitable industrial experience.
The course will be run as a workshop, with student's performance assessed upon practical assignments. Work undertaken during the course will concentrate on three major areas: sound recording and mixing; film sound recording; slide-sound productions.

Start dete:
Jenuery 17, 1983

Basic Cinamatography **CINE 922**

Tuesdey and Thursday,
1800-2100 hrs.
St. James Campus
60 hours
Fee: $105.00

Course Content: The student is introduced to 16mm motion picture production techniques involving basic scripting, production planning, shooting and camera positions, lighting, sound recording and mixing, editing and graphics. Course offers a practical approach to film projects and assignments. A basic photographic or super 8 knowledge will aid the student in understanding this format.
Enrollment is limited.

Start dates:
September 28, 1982
Jenuery 4, 1983

Cinematography **CINE 925**

Tuesday end Thursday,
1800-2100 hrs.
St. Jamas Campus
60 hours
Fee: $155.00

Prerequisite: Basic Cinematography CINE 922.
Course Content: Cinematography CINE 925 is an intensive course, designed to further the experience of students who have already taken some previous course, such as Basic Cinematography CINE 922. The student taking CINE 925 will consider in greater depth the many practical aspects of motion picture technology which are involved in producing a film. Several short films will be made during the course.

Start dete:
April 5, 1983

Introduction to Photogrephy **PHOT 904**

Monday or Tuesday
or Wednesday,
1830-2130 hrs.
Case Lome Campus
30 hours
Fee: $50.00
Materials: $20.00

The course offers a practical approach to the subject, and involves the student in camera work, developing, printing, dry-mounting and other techniques.
Illustrated talks cover — camera lenses, f stops and shutters, basic lighting techniques, filters and darkroom layout, etc.
Owing to student demand, this course is run several times each year, but early registration is recommended.

Start dates:
September 27, 28 & 29, 1982
Jenuery 10, 11 & 12, 1983
April 4, 5 & 6, 1983

Printing Technology

Printing Technology covers all aspects of pre-press preparatory work, press operation and post-press binding and finishing. George Brown College has the best equipped facilities in Ontario and offers training in the latest techniques by hands-on participatory courses.

Successful completion of three courses at successive levels in the same subject will merit a special subject certificate (e.g. completion of CAM 100X, CAM 200X, and CAM 300X for a certificate in Process Camera, or LITH 100X, LITH 200X and LITH 210X for a Certificate in Single Colour Offset Press). Credits may be accumulated towards a diploma for the related technician program where appropriate.

Introduction to Typography **COMP 105X**

Saturdey, 0800-1200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materiels: $15.00

Intended for persons employed in copy preparation, design studios, information offices, editorial work and in fields requiring a knowledge of type and its function. It is intended to help the student develop an awareness of type and typographic design.
Course Content: The history of the alphabet, measurement, classification and recognition, enabling the student to make informed decisions involving the use of type. Practical assignments will involve copyfitting and mark-up, the use of text and display type and the handling of illustrations.

Stert dete:
September 11, 1982

Introduction to Computar Typesetting **COMP 100X**
Tuesday and Wednesday
1800-2200 hrs.
St. Jamas Campus
60 hours
Fee: $65.00
Materiels: $25.00

This course is intended as an introduction to the basic principles of typesetting and is the prerequisite (in addition to typing skills) to COMP 200 Phototypesetting Keyboard Operation and Concepts.
Course Content: The development and purpose of typesetting. Significant differences between the skills of typesetting and typewriting. Typesetting contrasted with word processing. Type design: serif and sans serif faces, font and family. The typesetter's measuring system: inches, picas, ems, points, and units, and how these relate one to the other. Typography: arranging type on a page, word spacing, line spacing, kerning. Copyfitting basics, proofmarks, type face identification, basic layout and mark-up. Time will be spend in hand typesetting involving the student in a number of small practical assignments. A plant visit or some exposure to the College phototypesetting system will be included.

Stert dates:
September 7, 1982
October 27, 1982

Introduction to Printing Processes **COMP 106X**

Monday, 1800-2100 hrs.
St. Jamas Campus
30 hours
Fee: $35.00
Materials: $15.00

The course is intended for persons employed in copy preparation offices, editorial work and in fields where knowledge of the production of printed material would be desirable; or, for persons wishing an overview of the printing trades prior to deciding on further studies in the different skills taught by the College.
Course Content: Information is presented via lecture and demonstration most of the major techniques involved in the printing of material. Instructors in the different production areas discuss and demonstrate their specialty allowing, as far as possible, free exchange among class members regarding problems peculiar to the given subject. The areas involved are copy preparation, typesetting, process camera, layout and platemaking, letterpress, flexography, rotogravure and offset lithographic machine printing and bindery and finishing techniques, estimating and office procedures.
A mark is not issued for this course, however, College records will be kept on a student's completion or non-completion based on an attendance of not less than 60% of allotted class time.

Stert dates:
September 13, 1982
Jenuary 10, 1983

Typography I **COMP 330X**

Saturday, 0800-1200 hrs.
St. Jemes Campus
60 hours
Fee: $25.00

Prerequisite. Preference will be given to persons employed in Graphic Arts industries.
Course Content: Definition of typography, origins of letterforms, anatomy of type, setting type, type measurement and spacing, type families. Basic design principles, shape and space, copyfitting and mark-up. Colour as related to printing, the translation of basic layouts into printed material.

Stert dete:
January 8, 1983

Computer Typesetting (Keyboard Operation and Concepts) **COMP 200X**

Tuesday and Wednesdey
1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materiels: $45.00

Prerequisites: COMP 100X; typing at 25 wpm minimum (50 wpm is advisable if the student wishes to obtain employment in this field).
Course Content. Instructing a computer typesetting device by coding, formatting using macros. The work to be produced by the student ranges from straight text to tabular matter of medium difficulty.
This course is an individual learning course enabling more able persons to progress at a greater speed than normal under traditional teaching methods.

Stert detes:
October 27, 1982
Jenuery 4, 1983

Advenced Computer Typesetting **COMP 300X**

Tuesday and Wednesday
1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materiels: $45.00

Prerequisites: Completion of COMP 200X.
Course Content: Extensive exercises in various kinds of typesetting. Tabular, run around format writing, conditional control coding, format storage at keyboard, CPU storage and the advantages and disadvantages of each. Editing terminal operation and uses, i.e. global search and change, correction, storage on disc. Different coding methods that produce the same result and discussions of possible advantages of each. Outside character grid work including some French language typesetting.

Stert dete:
Merch 1, 1983

GRAPHIC ARTS

Paper and Film
Assembly (Pasta-up) COMP 110X

Tuesday and Thursday,
1800-2200 hrs.
St. Jamas Campus
60 hours
Fee: $65.00
Materials: $45.00

Course Content: The laying out of boards and Mylar for the assembly of typeset material, both paper and film positives. The course covers a wide variety of projects ranging from simple one colour postcards, to advanced camera ready artwork, using Amberlith overlays for multicolour work. Ruling techniques are demonstrated.
The student will produce paper and film positives for the assignments using various darkroom techniques — negative stats being produced on a process camera. He/she will be taught the use of the Strip Printer and Compugraphic 7200 headliner machines (Phototypesetters).

Start dates:
Septembar 7, 1982
October 28, 1982
January 4, 1983
March 1, 1983

Mark-Up for
Typesatting COMP 320X

Saturday
0800-1200 hrs.
St. Jamas Campus
60 hours
Fee: $65.00
Materials: $30.00

Prerequisites: COMP 200, or COMP 330, or permission of the instructor.
Course Content: Mark-up procedures used in the commercial typesetting field. The course will include identification of the most common typefaces. Methods of determining choice of typeface and size within the range of work being considered. Terminology used in various forms of typesetting will be explained i.e. macros, formats, explosions etc. Writing of formats to facilitate production. Tours of progressive plant(s) may be arranged. A series of progressive assignments will be given which will involve the writing of macros. A number of assignments will be produced by a commercial typesetting house to prove the students' work.

Start dates:
September 11, 1982
January 8, 1983

Photomachanical
Raproduction CAM 100X

Tuesday and Thursday,
1800-2200 hrs.
St. Jamas Campus
60 hours
Fee: $65.00
Materials: $50.00

Prerequisite: Preference will be given to candidates employed in the graphic arts industry.
Course Content: A basic course for black and white camera covering the operation of process cameras, calibration of process cameras and darkroom equipment for line, fine-line and half-tone negatives; application of coloured filters and the use of panchromatic film, making photographic contacts and duplicates; theory of photographic lenses, light sources, film emulsions and processing solutions.

Start datas:
Septembar 7, 1982
Novembar 9, 1982
January 18, 1983
March 22, 1983

Photomachanical
Raproduction CAM 200X

Monday and Wednasday,
1800-2200 hrs.
St. Jamas Campus
60 hours
Fee: $65.00
Materials: $50.00

Prerequisite: Completion of CAM 100X or equivalent industrial experience.
Course Content: Advanced course in half-tone photography and machine processing. Includes operation, maintenance and control of film processors, use of reflection and transmission densitometers; calibration of various types of contact screens to camera and processing conditions; making duo-tones and other techniques; introduction to colour separation procedures.

Start dates:
September 8, 1982
January 17, 1983

Photomachanical
Raproduction CAM 300X

Monday and Wednasday,
1800-2200 hrs.
St. Jamas Campus
60 hours
Fee: $65.00
Materials: $50.00

Prerequisite: Completion of CAM 200X or equivalent experience.
Course Content: Designed for students with line and half-tone experience. Covers direct and indirect colour separation procedures by various methods; colour correction by photographic masking; basic colour theory; making screened positives and contrast control using CC filters. Also includes the operation and control of film processors, densitometers, enlargers and related equipment.

Start date:
Novembar 8, 1982
March 21, 1983

Photomachanical
Raproduction —
Scannar CAM 330X

Tuesday and Thursday
1800-2200 hrs.
St. Jamas Campus
60 hours
Fee: $65.00
Materials: $50.00

Prerequisites: Completion of CAM 300X or equivalent trade knowledge.
Course Content: Principles of scanning, E & D curve and other sensitometric applications; gradation and colour computer, screening, proofing, future trends.

Start dates:
Saptambar 7, 1982
January 19, 1983

Film Imposition/Printing
Surfaca Preparation PSP 100X

Tuesday and Thursday
1800-2200 hrs.
St. Jamas Campus
60 hours
Faa: $65.00
Materials: $50.00

Prerequisite. Preference will be given to candidates employed in the graphic arts industry.
Course Content: A basic course for black and white and line colour stripping. The course introduces job planning and layout of flats containing line and half-tone negatives. Imposition is included with the preparation of folded dummies and layout sheets for various types of bookwork. Darkroom techniques for making photographic contact film and the exposing and development of presensitized offset plates.

Start dates:
Saptambar 7, 1982
Novamber 9, 1982
January 18, 1983
March 22, 1983

Film Imposition/Printing
Surfaca Preparation PSP 200X

Monday and Wednesday
1800-2200 hrs.
St. Jamas Campus
60 hours
Faa: $65.00
Materials: $50.00

Prerequisite: Completion of PSP 100X or equivalent experience.
Course Content: Advanced techniques in black and white, line colour and four colour process stripping; contact work and making spreads and chokes, step and repeat methods and an introduction to the programming and operation of a photocomposing machine. An introduction to various types of press colour proofing is shown.

Start dates:
September 8, 1982
January 17, 1983

GRAPHIC ARTS

Film Imposition/Printing
Surfaca Praparation PSP 300X

Monday and Wednesday
1800-2200 hrs.
St. James Campus
60 hours
Faa: $75.00
Materials: $45.00

Prerequisite: Completion of PSP 200X or equivalent experience.
Course Content: The emphasis at this level is on four colour process stripping procedures including the preparation of flats containing chokes and spreads, fake colour and colour separation. Colour charts are prepared by the student incorporating the various screen angles and tints. Further experience will be gained in manual step and repeat methods and machine photo composing.

Start date:
November 8, 1982
March 21, 1983

Machine Printing
Flexography FLEX 200X

Monday, 1800-2200 hrs.
St. Jamas Campus
60 hours
Faa: $65.00
Materials: $50.00

Prerequisites: Preference will be given to candidates with pressroom experience.
Course Content: A basic course in the fundamentals of flexographic printing covering: safety, good housekeeping, roll feed and web tension, the printing units, services on press of air, water, gas and electrical controls, oven drying, roll rewind, circulating pump for inking system, inks and their compatible solvents, ink viscosity measurements, doctor blade finishing, position register, substrates, running problems and corrections.

Start data:
September 13, 1982

Machine Printing
Flexography FLEX 300X

Tuesday, 1800-2200 hrs.
St. Jamas Campus
60 hours
Faa: $65.00
Materials: $50.00

Prerequisite: Completion of FLEX 200X or permission of instructor.
Course Content: An advanced course in flexographic printing on various substrates. The use of photopolymer and rubber plates for process printing; the use of a two roller ink system or the doctor blade method used for process printing.

Start date:
Septamber 7, 1982

Machine Printing
Rotogravure ROTO 200X

Monday, 1800-2200 hrs.
St. Jamas Campus
60 hours
Faa: $65.00
Materials: $50.00

Prerequisite: Preference will be given to candidates with pressroom experience.
Course Content: A basic course in the fundamentals of rotogravure printing covering: safety, housekeeping, lubrication, roll feed and web tension, the printing units, services on press of air, water, gas and electrical controls, oven drying, roll rewind, circulating pump for inking system, rotogravure inks and their compatible solvents, ink viscosity measurements, doctor blade finishing, position register, substrates, running problems and corrections.

Start date:
January 17, 1983

Machine Printing
Rotogravura ROTO 300X

Tuesday, 1800-2200 hrs.
St. Jamas Campus
60 hours
Fee: $65.00
Materials: $50.00

Prerequisite: Completion of ROTO 200X or permission of instructor.
Course Content: An advanced course in rotogravure printing with exercises in multi-colour and four colour process printing, colour mixing, ink formulation for process printing, and theory of electronic register control.

Start data:
January 11, 1983

Machina Printing
Flexography FLEX 300X

Tuesday, 1800-2200 hrs.
St. Jamas Campus
60 hours
Faa: $65.00
Materials: $50.00

Prerequisite: Completion of FLEX 200X or permission of instructor.
Course Content: An advanced course in flexographic printing on various substrates. The use of photopolymer and rubber plates for process printing; the use of a two roller ink system or the doctor blade method used for process printing.

Start date:
Septamber 7, 1982

Machina Printing—
Offsat LITH 100X

Monday, Tuesday or Thursday
1800-2200 hrs.
St. Jamas Campus
60 hours
Fee: $65.00
Materials: $50.00

Course Content: A basic course in the fundamentals of offset lithography (using 10''x15'' presses) covering feeding, register, dampening systems, ink control and running of one colour and two colour projects. This course leads to LITH 105X.

Start datas:
Septambar 7, 9 & 13, 1982
January 11, 13 & 17, 1983

Machina Printing—
Offsat LITH 105X

Wadnasday, 1800-2200 hrs.
St. Jamas Campus
60 hours
Fee: $65.00
Materials: $50.00

Prerequisite: Successful completion of LITH 100X or permission of instructor.
Course Content: An advanced course in offset lithography (using multilith presses) covering feeding, dampening systems, colour control, and introduces the operations of the 151 two colour unit for multi-colour projects. This course leads to LITH 110X.

Start date:
September 8, 1982
January 12, 1983

Machina Printing—
Offsat LITH 110X

Tuesday or Wadnasday
1800-2200 hrs.
St. Jamas Campus
60 hours
Fee: $65.00
Materials: $50.00

Prerequisite: Successful completion of LITH 105X or permission of instructor.
Course Content: Offset lithography on single colour, Heidelberg, Harris, Solna and Miehle presses. Good housekeeping, safety, measuring instruments and devices for pressmen. Cylinder arrangements, dampening systems both alcohol and conventional. Inking, register systems, paper and ink as related to the pressman. The operation of a single colour press running one and two colour projects. This course leads to LITH 210X or LITH 230X.

Start detes:
Septambar 7 & 8, 1982
January 11 & 12, 1983

Machina Printing—
Offsat LITH 210X

Thursday 1800-2200 hrs.
St. Jamas Campus
60 hours
Fee: $65.00
Materials: $50.00

Prerequisite: Successful completion of LITH 110X or permission of instructor.
Course Content: An intermediate course in offset lithography on single colour Heidelberg, Harris, Miehle and Solna presses. This course will include one colour and multi-colour projects. Also, introduction of colour control using the densitometer. This course leads to LITH 220X.

Start dates:
Septambar 9, 1982
January 13, 1983

Machina Printing—
Offsat LITH 220X

Tuesday, 1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $50.00

Prerequisite: Successful completion of LITH 210X or permission of instructor.
Course Content: An advanced course in offset lithography on two-colour 29'' Harris and 38'' Miehle presses covering: fundmentals of two-colour offset lithography, feeding, register systems, inking systems, dampening systems, cylinder arrangements, press familiarization, theory and practical application of two-colour offset printing, and four-colour process projects.

Start datas:
Septamber 7, 1982
January 11, 1983

GRAPHIC ARTS

Machine Printing—
Web Offset **LITH 230X**

Mondey end Wednesday
1800-2200 hrs.
St. James Cempus
60 hours
Fee: $65.00
Materials: $50.00

Prerequisite: Successful completion of LITH 210X and/ or permission of instructor.
Course Content: A basic course in the fundamentals of web offset printing. This course will cover the orientation and operation of the Solna Commercial III web offset press (36" x 22-3/4" cutoff) which will include the following: plate bending, plate packing, pre-makeready, web-up, damp-up and ink-up procedures. Pressroom safety and good housekeeping, roll stand tension control, shafting and installing new rolls, folder familiarization, makeready press for one colour two-sided job and tabloid folded segment.

Start dates:
September 8 & 13, 1982
January 12 & 17, 1983

Mechine Printing—
Web Offset **LITH 330X**

Tuesday, 1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Meterials: $50.00

Prerequisite: Successful completion of LITH 210X and/or permission of instructor.
Course Content: An intermediate course in web offset printing using the Solna Commercial III web offset press (36" x 22-3/4" cutoff). This course will cover a review of LITH 230X and will include the make ready and running of more complex projects. This course will include make ready and running one colour two-sided with 1/4 fold, changeover to two web operation tabloid fold (blank stock), make ready and run double parallel, fold and one colour on two sides (one web); make ready and run double parallel fold, two colours on two sides (one web).

Start dates:
September 7, 1982
January 11, 1983

Binding and **BIND 125A-B**
Finishing **BIND 225A-B**
BIND 325A-B

St. James Campus
60 hours
Fee: $65.00

Prerequisite: Elementary mathematics.
Course Content: Use of a selection of the following equipment with the aim of giving the student a thorough understanding of it.
Programmable Guillotines (Polar 45-1/2" and Seybold 42")
Baum Folder — Pile Feed (17-1/2" x 22-1/2" and 20" x 26")
Baum Folder — Continuous Feed (26" x 40")
Stahl Folder — Buckle/Knife — Pile Feed (20-1/2" x 31-1/2")
Mueller Stitcher/Trimmer
Christensen Gang Stitcher
Bostitch 19E Stitcher
Brehmer Stitcher
Mueller Gathering Machine — Type 201
Mueller Pony 5 Roto-Binder
Smyth No. 12 Book Sewers
Smyth No. 38 Rounding & Backing Machine
Smyth No. 24 Casing-In Machine
Smyth No. 1 Casemaker
Kabar Di-Electric Heat Sealing Machine
Foil Stamping Machine
Nygren-Dahly Rotary Perforator
Challenge Paper Drills
Cohasset Tipper
Cerlox — Table Top Combo
Book Back Stripper — Table Top
Schaefer Gluer — Table Top
Casemaking Gauge
Hickock Standing Press
Hand Sewing Frames
Because each major machine requires nearly 60 hours of instruction, the course certificates are subdivided into the following categories. Minor skills and machines are taught as supplements in each category.

BIND 125A	BIND 125B
BIND 225A	BIND 225B
BIND 325A	BIND 325B

Start dates:
September 8, 1982
Jenuary 10, 1983

Note:
All inquiries end course registrations for Bindery ere to be handled by the Bindery Department. Phone 967-1212 Ext. 737/522.

1907 – Fisherman's Island (Toronto)
Photo credit: City of Toronto Archives.

HEALTH SCIENCES

Dental Technology

Plans are underway to modify the current course offerings in Dental Anatomy and Dental Materials as of September, 1982.
Please contact: Bonnie Weglarz, Health Science Division, Ext 409 for further information.

Roundhousa DENT 906

Monday and Wednasday,
1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $20.00

This course is designed specifically for those attempting the Provincial Registration Examinations. Preference will be given to students who show proof of acceptance as candidates for the Registered Dental Technicians Examinations (Letter or Receipt). Instruction will be provided and projects assigned in the areas of complete and partial denture construction, crown and bridge work and dental ceramics. Some lectures will be given about the various materials used and their behaviour during mixing, manipulation and setting.

Start data:
March 7, 1983

Dental Radiography DENT 109X

Tuesday and Thursday,
1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

This course consists of a series of lectures on the physics and application of radiography in dentistry. Students will then have an opportunity to apply these principles through seminar demonstrations and clinical experience. Two basic techniques, bisecting angle and parallel cone, will be explained.

Start dates:
Septembar 28, 1982
January 11, 1983

Dental Assisting Program — Part-time

This program is offered jointly by George Brown and Seneca Colleges. It is designed to enable a student to complete the required courses in a 3 year period. Every course will be offered over the 3 year period. Student may take only some of the courses offered in any year with the objective of completing the program in a maximum of 5 calendar years. The full program consists of courses in: human biology, dental materials, oro-facial anatomy, microbiology, dental radiography, dental office procedures, nutrition, preventive dentistry/oral pathology, pharmacology and emergency care, pre-clinical techniques, language/communications, social psychology. Prior to certification students must show proof of typing at 30 wpm.
Applicant should have an Ontario Secondary School Graduation Diploma with credits in biology and chemistry in Grade 11 or 12 at, or above, the general level, or equivalent.
General information and Course Offerings may be obtained from Bonnie Weglarz, Health Science Division, ext. 409.

Start date:
September 8, 1982

Cardiopulmonary Resuscitation

Cardiopulmonary Resuscitation — Basic Rescuer CPR 902

Monday and Thursday (Casa Loma) — Open to George Brown Students only.

Tuesday and Thursday (Nightingale Campus) — Open to anyone.
1730-2130 hrs.
12 hours
Fee: $17.00
Materials: $2.25

Basic life support CPR is a first aid procedure performed by trained lay people without direct medical supervision. It is a component of Emergency Cardiac Care (ECC). The objectives of the course are to know the concepts of basic life support measures in emergency cardiac care and to accurately perform the psychomotor skills of cardio-pulmonary resuscitation of the adult and infant in pulmonary and/or cardiac distress. The course follows the guidelines set by the Canadian Heart Foundation. A certificate is issued by the Foundation upon successful completion of the course
Note: Pleasa register at least one week prior to the start of the course.

Start dates: (Casa Loma Campus)
October 7, 1982
October 21, 1982
Novambar 11, 1982
November 25, 1982
January 13, 1983
February 3, 1983
February 17, 1983
Start dates: (Nightingale Campus)
October 5, 1982
November 2, 1982
December 7, 1982
January 4, 1983
February 1, 1983
March 1, 1983
May 2, 1983
June 7, 1983

Cardiopulmonary Resuscitation — Basic Rescuer Recartification CPR 903

Monday and Wednesday
1800-2130 hrs.
Casa Loma Campus
7 hours
Fee: $12.00
Materials: $1.75

Prerequisite: Ontario Heart Foundation Basic Rescuer Certification.
Course Content: This course is designed to review and update material and methods presented in the Ontario Heart Foundation basic rescuer courses and will recertify holders of this certification.
Note: Pleasa register at least one week prior to the start date of the course.

Start dates:
October 4, 1982
Novamber 1, 1982
Dacember 6, 1982
January 10, 1983
Janury 31, 1983
Fabruary 28, 1983
April 4, 1983
May 2, 1983
June 6, 1983

Cardiopulmonary Resuscitation — Heart Saver CPR 901

Wednesday, 1730-2200 hrs.
Casa Loma Campus
4-1/2 hours
Fee: $9.50
Materials: $1.50

Course Content: This course teaches the interested person to recognize signs and symptoms of impending cardiac arrest, to understand the relationship between faulty life style factors and cardiac arrest and how to contact emergency assistance. The Ontario Heart Foundation Certificate is awarded after successful completion of the course.
Note: Please register at least one week prior to the start of this course.

Start dates:
October 13, 1982
October 27, 1982
Novamber 10 and 24, 1982
December 1, 1982

HEALTH SCIENCES

Cardiopulmonary Rasuscitation — Instructor CPR 900

Saturday and Sunday
0900-1700 hrs.
Casa Loma Campus
15 hours
Fee: $20.00
Materials: $12.00

Prerequisite. Ontario Heart Foundation Basic Rescuer Certification.
Course Content: The CPR instructor course is designed to train highly motivated and qualified individuals so they may in turn teach basic cardiac life support (BCLS) to others. The stress is on a wider breadth of knowledge than is required for certification in BCLS and near perfection in performance of the bcls modalities.
Note: Pleasa registar at laast two weeks prior to the start of this cours.a.

Start dates:
November 27, 1982
April 2, 1983

NURSING CERTIFICATE (CREDIT COURSES)

The Collaborative Community College Program for Occupational Health Nurses

This academic year, George Brown College is scheduled to offer one of the ten courses in this program. These courses are offered **only** to registered nurses employed in an occupational health setting.

Critical Care Nursing NU 400

Program Description:
The goal of this program is to prepare registered nurses to give competent care to critically ill patients.
The program is organized in two phases:
- Phase I focuses upon learning core concepts of nursing critically ill patients whose vital signs have stabilized
- Phase II focuses upon continuing to apply core concepts while nursing patients whose condition is unstable due to complex multi-system problems.

Theory courses may be taken on a part-time basis.

A certificate is awarded for successful completion of all six courses in the program.
Admission Requirements:
- Current Certificate of Competence from The College of Nurses of Ontario or be eligible for registration in Ontario.
- one year of recent nursing experience in an active treatment centre
- Basic Rescuer certification from the Canadian Heart Foundation (This must be completed before graduation).

Critical Cara Nursing: Theory & Labs — General CCN 400

Wednesday, 0900-1600 hrs.
Nightingale Campus
50 hours
Faa: $55.00

This course provides core nursing theory and skills essential for the registered nurse caring for a critically ill patient. Content is based on the core concepts of stress, biodynamics, the nursing process and FANCAS (a memory aid to assist in identifying patient problems and to project solutions: fluids, aeration, nutrition, communication, activity, and stimulation).
Nursing skills are practiced in a skills laboratory and the clinical setting. Observational experiences of diagnostic and surgical procedures are planned. Time is provided for goal-directed independent study.

Start date:
September 1, 1982

Critical Cara Nursing: Pathotherapeutics CCN 401

Wednesday, 0900-1600 hrs.
Nightingale Campus
45 hours
Fee: $50.00

Relevant anatomy, physiology, pathophysiology, assessment, diagnostic, and therapeutic modalities are presented. Content is based upon the core concepts of biodynamics, stress, adaptation and deviations in relation to the vital systems.

Start date:
Septamber 1, 1982

Communication: Group Process & Value Systems HUMN 402

Wednasday, 0900-1600 hours
Nightingale Campus
20 hours
Fae: $25.00

The group process portion of this course focuses on understanding human behaviour. It explores and analyses communication techniques and emphasizes listening skills, nonverbal cues and assertiveness. Opportunities to practice these skills are provided in the classroom setting.
In the value system portion, the learner explores ethical and moral issues and the implications of these in current nursing situations in an attempt to enhance personal and professional growth. Content includes the study of value systems, relevant law and the issue of truth, confidentiality and consent

Start date:
September 1, 1982

Critical Care Nursing: Practicum — General CCN 402

Monday - Friday
Hospital as Posted
4 weeks
Fae: $140.00

This course provides for the clinical application of theory and skill obtained in Critical Care Nursing Theory & Labs. Supervised care is given to patients selected for problems commonly found in this setting and whose condition is relatively stable.
Twenty hours of theory using the seminar format is included in this unit to provide for the sharing of knowledge acquired through clinical practice

Start dates:
September 13, 1982
January 17, 1983

Critical Cara Nursing: Theory — Advanced CCN 403

Wednasday, 0900-1600 hrs.
Nightingale Campus
100 hours
Fee: $105.00

Prerequisite: Successful completion of courses in Critical Care Nursing: General or credit for same
Focus in this course is upon the development of knowledge and skills necessary for the registered nurse to care for the unstable critically ill patient with multisystem problems in a sophisticated critical care setting. Core concepts remain the same, but are explored in greater depth.
Content is presented in a case study format — situations in which complicated, multisystem, interrelated patient problems are analyzed. Relevant pathophysiology, assessment, medical and nursing interventions are studied. Opportunity is provided to consider principles of leadership, and to develop teaching skills. Related nursing skills are obtained through practice in the clinical laboratory. Time is provided for goal directed, independent study

Start datas:
October 13, 1982
Fabruary 16, 1983

Critical Cara Nursing: Practicum — Advanced CCN 404

Monday - Friday
Hospital as Postad
5 weaks
Fee: $170.00

Prerequisite: Successful completion of Critical Care Nursing: Theory — Advanced (CCN 403).
This course provides for the clinical application of theory and skill obtained in Critical Care Nursing: Theory — Advanced. Care is given to patients who are critically ill with complex multisystem problems and who require sophisticated assessment and supportive tools. Twenty-five hours of theory using the seminar format are included in this unit. This permits the expansion of knowledge through sharing and the practice of leadership and teaching skills.

Start date:
February 21, 1983

Neonatal Intensive Care Nursing NURS 405

The courses of this program may be taken on a part-time basis. Theory courses may be taken alone. Related theory courses must precede practice.
Prerequisites: • Current Certificate of Competence or eligibility for Ontario registration • One year of recent nursing experience in the area of perinatology • Basic Rescuer Certificate from the Canadian Heart Foundation. A certificate is awarded for successful completion of all courses.

High Risk Pregnancy NEO 402 NEO 403

Monday to Friday
Nightingale Campus
120 hours
Fee: $130.00

Course Content: Theory: An overview of pregnancy, risk factors, the management of pregnancy and its effects on the fetus/newborn. Practice: Observation in labour and delivery and antepartum units to consolidate theory.

Start dates:
September 7, 1982
March 14, 1983

Neonetal Physiology NEO 404 NEO 405

Monday to Friday
Nightingale Campus
60 hours
Fee: $70.00

Course Content: Theory: Two foci are presented: (1) Theory covering the body systems and how these adjust for extrauterine existence. (2) Physical assessment of the full term newborn. Practice: Care at delivery and through hospital stay with emphasis on assessment of the newborn.

Start dates:
October 4, 1982
April 11, 1983

Low Birth Weight Infent NEO 406 NEO 407

Monday to Fridey
Nightingale Campus
90 hours
Faa: $100.00

Course Content: Theory: Study of causes and sequelae of low birth weight — both premature and growth retarded. Nursing care and transport are included. Practice: Care of premature and small-for-date infants including gestational assessments, transport, use of monitoring equipment, assessment of nutritional and fluid needs and maternal-infant bonding.

Start dates:
October 18, 1982
April 25, 1983

Naonatal Problems NEO 408 NEO 409

Monday to Fridey
Nightingale Campus
60 hours
Fee: $70.00

Course Content: Theory: Study of congenital defects, cause, identification, treatment and nursing care as well as problems such as hyperbilirubinemia, asphyxia, brain damage and their sequelae; emphasis on nursing management and transport. Practice: Care of infants with congenital defects including observation of diagnostic and treatment (surgery) measures and care of asphyxiated infants and experience in transport.

Start dates:
November 8, 1982
May 16, 1983

Neonatel Respiretory Conditions NEO 410 NEO 411

Monday to Friday
Nightingale Campus
120 hours
Fee: $130.00

Course Content. Theory: Intensive study of respiratory pathophysiology and treatment regements including artifical ventilation and CPAP. Theory in special procedures (I.V., blood gases) included. Practice: A consolidation experience for the entire course including care of critically ill infants requiring ventilatory assistance and continuous nursing care and observation.

Stert detes:
November 22, 1982
May 30, 1983

Operating Room Nursing NURS 401

The goal of this program is to prepare registered nurses to function as members of the surgical team in operating room theatres. Theory courses may now be taken on a part-time basis
A certificate is awarded for successful completion of all four courses.
Prerequisites: • Current Certificate of Competence or eligibility for Ontario registration • One year of recent nursing experience in an active treatment centre • Basic Rescuer Certificate from the Canadian Heart Foundation.

Operating Room Nursing: Theory and Labs ORN 400

Mondey end Thursdey
1800-2100 hrs.
Nightingale Campus
90 hours (+30 hours given with ORN 401)
Fee: $125.00

This course provides a study of the principles and practices of aseptic technique and surgical techniques essential for the nurse to function as a member of a surgical team.
Relevant anatomy, physiology and pathophysiology are presented. Basic aseptic technique skills are practiced in the clinical laboratory

Start dete:
September 9, 1982

Operating Room Nursing: Precticum ORN 401

Monday to Friday
Hospital as Posted
300 hours
Fee: $305.00

This course provides clinical application of the aseptic and surgical techniques learned in Operating Room Nursing: Theory & Labs. It consists of observational experiences and planned rotations in the various surgical specialties enabling the nurse to function as a member of a surgical team.

Start dete:
Jenuery 31, 1983

Operating Room Nursing: Organization and Management ORN 402

Monday and Thursday
1800-2100 hrs.
Nightingale Campus
60 hours
Fee: $65.00

This course presents the concepts of organization and management preparing nurses to function effectively in team or leadership roles in an operating room setting. Included also is a study of the nursing research process to explore research methodology for improving patient care. Opportunities to study teaching methods and teaching skills are presented

Start dete:
April 11, 1983

Communiction: Group Process & Velue Systems HUMN 402

Monday and Thursdey
1800-2030 hours
Nightingale Campus
20 hours
Fee: $25.00

The group process portion of this course focuses on understanding human behaviour. It explores and analyses communication techniques and emphasizes listening skills, nonverbal cues and assertiveness. Opportunities to practice these skills are provided in the classroom setting.
In the value system portion, the learner explores ethical and moral issues and the implications of these in current nursing situations in an attempt to enhance personal and professional growth. Content includes the study of value systems, relevant law and the issue of truth, confidentiality and consent.

Start dete:
January 3, 1983

Rehabilitation Nursing NURS 403

Rehebilitation Nursing REHN 400 REHN 401

Tuesdey, 1800-2100 hrs.
Nightingele Campus
Faa: $130.00

Prerequisite: Registered nurse with current registration in Ontario or equivalent.
These courses strengthen the knowledge and understanding of registered nurses in areas related to comprehensive care of the chronically ill and physically-disabled persons. The role and scope of nursing in a variety of rehabilitative situations and settings are discussed and/or demonstrated. Classes, clinical experience and visits emphasize the rehabilitative aspects of nursing care. Opportunities are made available to practise nursing skills and techniques which are introduced in the program.
The practicum will consist of 60 hours or 10 days which will be arranged after mutual discussion between teacher and students.

Start dete:
Merch 15, 1983

Non-Credit Courses

RNA: Administration of Medications NURS 913

Mondey, 1730-2030 hrs.
Nightingele Campus
21 hours
Fee: $26.00

This course is offered to nursing assistants registered in the province of Ontario and employed in long term care settings.
Selection of content reflects the guidelines of the Standards of Nursing Practice for R.N.A.'s set by the College of Nurses of Ontario. Principles of drug administration, legal aspects, safety, observation, recording and the effects of common drug groups on the human body are covered. The administration of drugs to the chronically ill and aged persons receive special attention.
Simulated laboratory practices accompany the theory presentations.

Start detes:
September 13, 1982
April 11, 1983

Understanding the Electrocerdiogram NURS 921

Thursday, 1800-2030 hrs.
Nightingale Campus
16 hours
Fee: $21.00

Prerequisite Basic course in anatomy and physiology
The electrocardiogram is an essential assessment tool in the management of arrhythmias. To be dextrous in the use of this tool and to be able to interpret and anticipate requires sound knowledge and practice.
Content of the course centres around cardiac physiology and pathophysiology, understanding bedside cardiac monitors, interpreting the single lead ECG, the 12-lead ECG and the development of dexterity in using these assessment tools.

Start dates:
September 23, 1982
March 17, 1983

Pharmacology for Registered Nurses PHAR 900

Monday, 1730-2030 hrs.
Nightingale Campus

The purpose of this course is to update registered nurses in pharmacology. It includes: a review of the basics of pharmacology; sources of information about drugs; drug classification into groups; study of groups according to effect/action, uses, side and toxic effects, and implications for administration. Content will be presented through lectures, discussions and individual study.

Start dete:
September 20, 1982

Assertiveness For Nurses/ Nursing Assistants NURS 925

Tuesday, 1900-2200 hrs.
end Saturdays, 0900-1600 hrs.
St. James Campus
12 hours
Fee: $35.00

In this course you will learn the principals of mature inter-action. How to speak out assertively, without fear of antagonizing the other person. Techniques for assertive behaviour will be dealt with which are especially relevant in nursing. By developing a more positive, assertive attitude towards yourself and others, you can make your nursing relationships more satisfying, will expand your ability to deal with doctors, clerical staff, subordinates, superiors and other nurses.

Start dates:
October 19, 1982
February 1, 1983

R.N. Examination Review NURS 927

Monday and Thursday
1800-2100 hrs.
Nightingale Campus
54 hours
Fee: $75.00

The aim of this course is to assist graduate nurses to prepare to write nurse registration examinations in Ontario. Content of the course will consist of: • a review of the most frequently encountered nursing situations in medical, surgical, meternity, pediatric and psychatric nursing — presented in seminar format • guidelines re how to write multiple choice examinations • practice writing comprehensive, multiple choice examinations similar to provincial registration examinations.

Start dates:
October 18, 1982
Merch 21, 1983

The Communicetivaly Impaired Person NURS ??2

Tuesday
1800-2100 hrs.
Nightingale Campus
30 hours
Fee: $60.00

The purpose of this course is to assist health professionals deal with communication disorders resulting from problems of central nervous system origin. Content will include:
• dysphasias, dysarthrias, dyspraxia, language of general intellectual impairment or language of confusion • speech and voice disorders resulting from head and neck surgery including glossectomy or laryngectomy • hearing disorders.

Start dete:
September 21, 1982

Patient with End Stege Renel Disease (Cere) NURS 900

Thursday, 1800-2100 hrs.
Nightingale Cempus
54 hours
Fee: $53.00

The aim of this course is to assist nurses to broaden their knowledge as it relates to the care of the patient with end stage renal disease. This is achieved by an indepth study of the anatomy and physiology of the renal system and its relationship to other systems, the pathophysiology of renal diseases, the common tests and investigations involved, the current therapeutic modalities, common diets, drugs used. Selection criteria used for determining the method of treatment for an individual is considered together with the medical-moral dilemmas encountered by the health team. Health teaching is stressed as a vital component of the care. Using the nursing process, the foregoing serves as a basis for analyzing nursing situations.

Start dete:
Jenuery 6, 1983

Davies Store, 1910.
Photo credit: City of Toronto Archives.

HOSPITALITY

Hospitality

Certificate Course in Haute Cuisine

This program is designed to meet the evergrowing demand for knowledge and practical experience in the creation of fine food and entertainment in the home. The entire course consists of 5 individual sections commencing with basic small quantity food; this will give the student the opportunity to apply the principles of cooking, using the raw materials with tested recipes under the guidance of skilled chefs. This section will be followed in sequence by basic baking, advanced small quantity food, advanced baking and appreciation of wines, spirits and liqueurs. Each student, on satisfactory completion of the individual sections, will receive a certificate of competence and, on completion of all five sections, will be awarded a certificate in Haute Cuisine.

Haute Cuisine Program

Introduction applies to first five courses only.

Small Quantity Food (Basic) **FP 730X**

Monday, Tuesday, Wednesday or Thursday
1800-2200 hrs.
Kensington Campus
60 hours
Fee: $85.00
Materials: $95.00

Course Content: This course is designed to introduce the basic principles of cooking as related to fine food, to take the raw products and create the basic requirements for classical dishes, sauteing, broiling and stewing, cooking lean and fat fish, seafoods, and the accompanying vegetables, salads, garnishes and dressings, employing the knowledge and expertise of chefs in the use of herbs, spices and wines.

Start dates:
September 13, 1982
Janeury 3, 1983

Baking (Basic) **BK 610X**

Monday, 1800-2200 hrs.
Kensington Campus
40 hours
Fee: $45.00
Materials: $60.00

This course is designed to equip the student with practical working knowledge of pastry doughs, choux past, yeast dough and sponge goods, the use of icings, creams, puddings, custards and other desserts, fruits, tarts, pies and quick breads, the high ratio and angel cake mixes, simple decoration and presentation of birthday and other occasion cakes.

Start dates:
September 20, 1982
January 17, 1983

Small Quantity Food (Advanced) **FP 731X**

Thursday, 1800-2200 hrs.
Kensington Campus
60 hours
Fee: $85.00
Materials: $140.00

Prerequisite: Basic Small Quantity Food. FP 703X. This course will take the basic principles of cooking and apply them to the classical dishes of the countries in continental Europe, so that the student will be able to produce the Fench classics, the famed Italian pastas, the Spanish paellas, the Russian coulibiacs, the Scandinavian smorgasbords, the German sauerbraten and beer soups, the shish kabobs of Turkey and Greece, the bouillabaisse of Marseilles, the Indian curries, Japanese suki yaki, the nasi goreng of Indonesia and a host of other famous dishes.

Start dates:
September 23, 1982
February 3, 1983

Beking (Advenced) **BK 634X**

Wednesday, 1800-2200 hrs.
Kensington Campus
40 hours
Fee: $45.00
Meterials: $70.00

Prerequisite Basic Baking BK 610X.
The course will take the basic knowledge of pastry and desserts and allow the development of these techniques to create patisserie masterpieces, flamboyant desserts, ice cream bombes, souffles, petits fours, tortes, gateaux, and sugar creation with the decorative centre pieces, the true art of French pastries and their presentation.

Start dates:
September 22, 1982
January 12, 1983

Appreciation of Wines Spirits and Liqueurs **F 807**
Monday or Tuesday
1900-2200 hrs.
Kensington Campus
30 hours
Fee: $45.00
Materials: $95.00

Prerequisite: Over 19 years of age. This course will be devoted to the knowledge of wines from the standpoint of types, vintages, prices, handling, storage, and correct usage in relation to menu, glassware, and serving temperatures. Guest lecturers will deal with the evaluation by taste of the more distinctive wines.
Enrollment limited

Start dates:
October 4, 1982
January 10, 1983
April 11, 1983

Chinese Cuisine **F 810**

Tuesday, 1900-2200 hrs.
Kensington Campus
30 hours
Fee: $50.00
Materials: $50.00

This course is designed to introduce the student to the basic principles of Chinese cooking. The course contains a series of lectures and demonstrations to familiarize the student with the use of ingredients, herbs, teas, and the planning of menus familiar to North America. Tasting of prepared dishes will be part of each demonstration lesson.

Start dates:
September 28, 1982
January 18, 1983

Advanced Wine Appreciation **F 811**

Wednesday, 1900-2200 hrs.
Kensington Campus
30 hours
Fee: $50.00
Materials: $155.00

Prerequisite: Appreciation of Wines, Spirits & Liqueurs. F 807, and over 19 years of age.
Course Content: This course has been designed to familiarize students, who already have a sense of wine appreciation with "Grand Crus" from French and German vineyards. The program will also include liqueurs, spirits, cordials, beers and ciders. Tasting and sampling will be part of the prescribed course.
Enrolment limited.

Start dates:
September 29, 1982
January 19, 1983
April 13, 1983

Junior Gourmet Cooking **F 815**

Saturday, 1000-1300 hrs.
Kensington Campus
30 hours
Fee: $45.00
Materials: $30.00

Prerequisites: 10-16 years of age and a desire to learn gourmet cooking.
Course Content: Students will engage in practical work to attain the skills required to do basic gourmet cooking. Areas covered will be — vegetable cooking, egg cookery, rice and pasta, salads, roasting, desserts and sandwiches

Start dates:
October 9, 1982
April 9, 1983

Junior Gourmet Cooking (Advanced) **F 819**

Saturday, 1000-1300 hrs.
Kensington Campus
30 hours
Fee: $45.00
Materials: $30.00

Prerequisites: Junior Gourmet Basic F 815.
Course Content: Students will further the skills and knowledge acquired in the basic program. All areas of the menu from appetizers to desserts will be covered with special emphasis placed on dishes from countries such as China, France, Italy and Germany. The students will engage in practical work to attain these skills.

Start date:
January 8, 1983

Mixology (Cocktail Bartending) **BAR 503X**

Monday, 1900-2200 hrs.
Kensington Campus
30 hours
Fee: $45.00
Materials: $60.00

Prerequisite: Over 19 years of age
Course Content: This course is designed to teach basic drink preparation for home use or as an introduction to the bartending profession. Using fully equipped, individual bars, students learn to prepare the 30 most popular shaken, stirred and built drinks
Enrollment Limited

Start dates:
October 4, 1982
January 10, 1983

Meat and Poultry
How to Buy & Utilize **F 837**

Wednesday, 1900-2200 hrs.
Kensington Campus
30 hours
Fee: $50.00
Materials: $10.00

Course Content: This course is designed primarily for consumers who wish to broaden their knowledge of meat and poultry; thus enabling them to purchase the most economical cuts to suit their particular needs. Demonstrations on the prior to cooking preparation of retail cuts of beef, pork, lamb and poultry will be included in the course.

Start dates:
September 15, 1982
Jenuery 26, 1983

Petissier **PATI 900**

Tuesday, 1800-2300 hrs.
Kensington Campus
150 hours
Fee: $155.00
Meterials: $230.00

Prerequisite: Certified Journeyman Baker, Cook or equivalent.
Course Content: This course will provide advanced training for bakers and pastry cooks in all aspects of the production of: cakes, pastries, decorating and specialty bakery items that are required in the baking trade. This course has been divided into ten units according to a patissier training profile developed by the Ministry of Colleges and Universities (Apprenticeship Branch) of the Province of Ontario as an extension to the Junior Baker and Baker Program.
The following subjects will be covered: specialty cakes, pastries and petit fours, decorating, desserts, almond paste, gum paste, sugar work, chocolate work, specialty cookies and wedding cakes.

Start detes:
September 14, 1982
Janvery 25, 1983

Meat Trede Theory
Retail Meat Cutting **MC 613X**

Tuesday, 1900-2200 hrs.
Kensington Campus
60 hours
Fee: $65.00
Materials: $20.00

Prerequistes: This course is designed for persons in junior positions in the retail trade and people interested in the skill of meat cutting.
Course Content: Lecture and demonstration: Cutting, grading and characteristics of beef, lamb, pork and veal carcasses, preparation of poultry, fish and shellfish for retail sale, displaying and merchandising of all types of meat products, special lectures on sanitation and refrigeration.

Start date:
October 5, 1982

Decorating Craft **BK 639X**

Tuesday, 1900-2200 hrs.
Kensington Campus
60 hours
Fee: $65.00
Materials: $40.00

This course is designed for those persons who wish to learn the art of cake decoration and design.
Course Content: Icing and coatings, royal icing, fondants, butter creams, couvertures, boiled icings and frostings, basic design, techniques of piping, decorating materials, methods, freehand geometric designs, stencils, runouts, prefabricated decorations, lettering, flowers, border designs, etc. Cakes for special occasions – techniques and methods.

Start date:
September 28, 1982

Maat Cutting for the
Home Enthusiast **F 817**

Mondey, 1900-2200 hrs.
Kensington Campus
30 hours
Fee: $45.00
Materials: $200.00

Course Content: The course is designed for people who wish to learn home style techniques of preparation, utilization and storing of poultry and basic meat cuts. The student will be involved in the cutting and processing of various cuts of lamb, pork, and poultry and the finished product will become the personal property of the student.
In addition there will be a demonstration of the cutting of a side of beef (hindquarters, forequarters) into primal and retail cuts. Students will have the opportunity to purchase and process selected beef cuts at cost price.

Start dates:
October 4, 1982
January 17, 1983

Sensory Evaluation **F 832**

Wednesdey, 1900-2200 hrs.
Kensington Campus
21 hours
Fee: $50.00
Materials: $20.00

Prerequisite: 19 years of age and up.
Course Content. To develop an understanding of how your taste buds work and react in the evaluation of food and drink.
Experiments and lectures will be conducted each evening. Topics covered will include defective wines, wine components in various solutions, acids, sugars and various senses. The students will experiment mainly with their sense of smell, touch and taste in identifying qualities and defects in wines, as well as potential qualities.

Start dete:
April 6, 1983

Junior Gourmet
Baking **F 833**

Saturday, 0900-1300 hrs.
Kensington Campus
32 hours
Fee: $45.00
Materials: $30.00

Prerequisite: 9-16 years of age and a desire to learn gourmet baking.
Course Content: Introduction to baking techniques wheats, practical baking experience in preparation of cookies, cakes, icing, tarts and breads, through logical progression. Introduction of safety and food handling is stressed.

Start dates:
September 18, 1982
January 15, 1983

Baking, Breed and Rolls **BK 900**

Thursday, 1800-2200 hrs.
Kensington Campus
40 hours
Fee: $45.00
Materiels: $45.00

This course is designed for the professional baker as well as those who wish to learn how to prepare fermented baked products, such as bread and rolls.
The student will learn how to bake both pan and "hearth-type" bread loaves using wheat or rye flour. The following products will be made: buttermilk bread, resin whole wheat, cheese breads, chop suey and Italian-style loaves, French bread, soft, hard and Parker house rolls. The course features "Hands-on-Approach" that enhances quick development of bread baking and roll making techniques. Faculty demonstrations will precede practical lessons.

Start date:
September 16, 1982

Vegetarian Cooking **F 835**

Thursday
1800-2100 Hrs.
Kensington Campus
30 hours
Fee: $50.00
Materiels: $40.00

Course Content: An introduction to vegetarian cooking including identifying and selection of raw food, various types of cooking methodology, e.g. frying, steaming, and grilling.
Explanation of nutritional value of vegetarian products, how to plan menus, and purchase in season.

Start detes:
September 30, 1982
January 20, 1983

Certificate in Hospitality Management Studies

The Hospitality/Tourism industry will be Canada's largest industry by the year 2000. The critical consideration in the development of the industry will be the availability of an adequate and well trained supply of Manpower. The following courses (each complete in itself) expose future leaders of this industry to various segments of Management. Successful completion of 6 of the following 8 courses qualifies the student for a George Brown Certificate in Hospitality Management studies. These courses may also be applied for credit towards the full time diploma in Hotel or Food and Beverage Management, or Culinary Management. For information concerning the specific requirements for the certificate, phone 967-1212, Ext. 621.
A TEXTBOOK IS REQUIRED IN MOST COURSES.

Food Service Facilites
Development Planning
and Design **FSF 900**

Monday, 1830-2130 hrs.
Kensington Cempus
30 hours
Fee: $35.00
Meterials: $10.00

A course for experienced operators of food service facilities, developers or designers. The course investigates the steps in the development of a food service facility and the professionals who are involved in this process. Management of the overall progression of events as well as the details of these individual events are discussed by the faculty course instructor and industry representatives. Assignments, case studies and a group project involving student teams will be required and performed by students. Upon successful completion of the program, each participant will be able to: manage the activities of the planning team, prepare a preliminary specifications list, apply principles of design and layout, select the most appropriate equipment for a food service facility. Topics include: analysis of economic feasibility, site selection, construction problems and techniques, capital costs, selection of equipment, interior design, business practices of the professional consultants, and emerging trends in hospitality facilities. Enrollment is limited.

Start dates:
October 4, 1982
January 17, 1983

Purchesing for
Hospitality **ACC 108X**

Thursday, 1830-2130 hrs.
Kensington Campus
30 hours
Fee: 35.00
Materials: $10.00

Course Content: To understand the complexities of Food and Beverage purchasing. To understand certain fundmental principles in purchasing which help avoid costly errors and build a more profitable operation. This is a basic course which deals with purchasing needs as determined by function, delivery, quantity and price. Subject Matter: Purchasing and Profits; Setting Purchasing Specifications, Making Quantity Decisions; Basic Inventory Control and Purchasing; Selecting Suppliers, Determining Prices; Other Costs in Purchasing; Purchasing Procedures; Value Analysis, Buying Outside Canada, Make vs Buy Decisions, Evaluating Purchasing Effectiveness.

Start dates:
October 7, 1982
January 20, 1983

Food and Beverage
Cost Control **ACC 210X**

Monday, 1830-2130 hrs.
Kensington Campus
30 hours
Fee: $35.00
Materials: $10.00

Course Content: To understand the essential principles and procedures of effective food and beverage control. Assignments: The purpose of food and beverage cost control; food purchasing, receiving, storing and issuing, calculation of actual food costs, establishment of standard cost; calculation of standards; production planning and special controls; improvement methods and procedures; beverage purchasing, receiving, storing and inventory control; calculating standard sales values, actual versus standard beverage sales.

Start dates:
October 4, 1982
January 17, 1983

Front Office
Operation **HIND 222X**

Thursday, 1830-2130 hrs.
Kensington Campus
30 hours
Fee: $35.00
Materials: $10.00

An intense professional approach to Front Office procedures, expressing the hotel guest relationship from prearrival to departure. Heavy emphasis on hotel terminology plus strategies of reservation controls, reception and credit procedures along with skills of operation and audit of the NCR 4200 and 250. Attention will also be paid to special situations such as the V.I.P. guests as well as travel agencies and their impact on the hospitality industry.

Start dates:
September 30, 1982
January 20, 1983

Hospitality Law end
Insurance **LAW 204X**

Thursday
1830-2130 hrs.
Kensington Campus
30 hours
Fee: $35.00
Materials: $10.00

Course Content: To provide an understanding of the legal aspects of the hospitality industry and the law in perspective. To learn to recognize and deal more effectively with the legal aspects of business. To improve communications with lawyers and understand and apply their advice. This course provides business people with a basic understanding of some of the points of law which frequently arise in business. Topics by Session: Formation of a Contract; Discharge of a Contract, Absolute Sales of Personal Property; Conditional Sales Contracts, Chattel Mortgages and Bailment; Creditor's Rights, Negotiable Instruments and Collection; Partnerships; Corporations; Leases; Bankruptcy; Patents, Trade Marks and Unfair Competition.
Optional Topics: Insurance Contracts, Employer-Employee Relations, Mechanics' Liens. This course deals with the Hotel Registration of Guests Act, the Inn Keepers Act, the Liquor License Act and the multitude of regulations affecting the operations of hotels and restaurants.

Start detes:
October 4, 1982
Jenuery 20, 1983

Hospitality
Accounting **ACC 207X**

Wednesday, 1830-2130 hrs.
Kensington Campus
30 hours
Fee: $35.00
Materials: $10.00

Course Content. To determine the basic accounting data required by operations in the hospitality and tourist industries. To show how better utilization of information from accounting records can be incorporated into budget planning, and improve both the efficiency and profitability of a business. This course covers a wide range of subjects essential to profitable financial management. Topics by Session: Financial Statements, Planning Budgets and Forecasting, Controls of Food, Beverage and Room Revenue, Cash Flow and Control; Credit Analysis and Control; Inventory Control, Purchasing and Leasing Policies; Control of "Un"-Fixed Assets; Taxation, Priorities for Effective Management.

Start dates:
October 6, 1982
January 19, 1983

Hospitality
Personnel **PERS 202X**

Tuesday, 1830-2130 hrs.
Kensington Campus
30 hours
Fee: $35.00
Materials: $10.00

Course Content. To increase the proficiency of the supervisor. To show the importance of human relations in job performance. To emphasize the value of formulating decision-making policies based on the viewpoint of the guest. This course stresses the role and responsibilities of the supervisor in developing a more dynamic and profitable operation. Topics by Session: The Role of the Supervisor; Analyzing the Problem, Principles of Effective Supervision, Setting Objectives and Goals, Organizing and Planning, The Human Factor, Flow of Information, Improvements-Flow Charting and Layout Analysis; Selecting Criteria and Measuring Results; Taking Corrective Action.

Start dates:
October 5, 1982
January 18, 1983

HOSPITALITY

Marketing for the Hospitality Industry **MARK 208X**

Wednesday, 1830-2130 hrs.
Kensington Campus
30 hours
Fee: $35.00
Materials: $10.00

Course Content: To learn to deal effectively and decisively with marketing problems, thereby, avoiding needless errors, unhappy customers and waste of time and money. The course material covers the many facets which are vital to a successful marketing program. Topics by Session: Analyzing the Marketing Problem, Sales Planning; Equipping to Sell and Service, Direct Mail as a Marketing tool; Advertising as a Marketing Tool; Supplementary Marketing Aids; Promoting Individual Room Business; Promoting Convention and Group Business; Promoting Food Beverage Sales; Relating All Management Decisions to Marketing.

Start dates:
October 6, 1982
January 19, 1983

Dining Out: A Guided Tour of Toronto's Most Interesting Restaurants **F 831**

Tuesday, 1800-2200 hrs.
Kensington Campus
20 hours
Fee: $50.00

Course Content: Over the last ten years the good life has come to Toornto. No longer do they roll up the streets at dusk; in fact, Toronto has become internationally known for its food, its restaurants and entertainment centres. This unique course will provide the knowledge of the college's food experts in developing and appreciating an educated palate. Lectures will outline the foods of the world, the development of national and regional dishes, methods of preparation, appropriate beverages and service techniques. Each lecture will be followed by a dinner in a restaurant that best exemplifies the food of the country under discussion. Country's discussed in series A will be Greece, Italy, France, Japan and Germany. Fees include the cost of the lecture only. Restaurants chosen will be restricted to the medium-priced range.

Start dates:
September 21, 1982
October 26, 1982
January 11, 1983
February 15, 1983
March 22, 1983

Winter of 1914 – The grading of Davenport Road at Bathurst Street. Photo credit: City of Toronto Archives.

INDUSTRIAL TRAINING

Industrial Training

Day Classes:
Continuous intake. Classes commence every second Monday. Adjustments are made for holidays.

Evening Classes:
Classes are held on Monday and Wednesday or Tuesday and Thursday.

Day and Evening schedules are available on request. For further information call 967-1212, Ext. 595.

An Introduction to Real Estate Segment I **RE 900A**

Day: 6 hours daily
0830-1530 hrs.
Night: 3 hours daily
1830-2130 hrs.
Adelaide Campus
30 hours
Fee: $70.00

Course Content: This course covers the following topics: ownership of real estate as an investment; to own or to rent?; how much should we pay?; financing a purchase; financing — government plans, benefits and services of a broker; a career in real estate; relationship of principal and agent, the typical real estate transaction.
Text book extra

Start date: Continuous

An Introduction to Real Estate — Segment II **RE 900B**

Day: 6 hours daily
0830-1530 hrs.
Night: 3 hours daily
1830-2130 hrs.
Adelaide Campus
60 hours
Fee: $120.00

Prerequisites: Evidence of completion of Segment I; 75% pass mark on the examination for Segment I.
Course Content: This course covers the following topics: introduction; real estate and the economy; the Real Estate and Business Brokers Act; the broker — salesman relationship; ethics; municipal regulations, subdivision control; introduction to land descriptions; construction; evaluation; advertising, mortgages; agency law, statutes affecting the Real Estate business, parties to contract; contract law; agreement of purchase and sale
Text book extra.

Start date: Continuous

Principles of Appraisal **RE 903**

Day: 4 hours daily
0830-1230 hrs.
Night: 4 hours daily
1800-2200 hrs.
Adelaide Campus
40 hours
Fee: $115.00

Course Content: The purposes and functions of real estate appraisal, the nature of real property value; legal aspects of real estate; the appraisal process, general area and neighbourhood trends, site analysis; site valuation and problems; introduction to appraising subdivisions; how to inspect and measure a property; building materials and equipment, architectural styles and functional utility, building cost estimates; accrued depreciation, problems relating to the cost approach (land and building valuation); introduction to direct sales comparison (market data approach); introduction to the income approach; correlation (and final estimate of value); course review
Fee includes exam fee. Text book extra

Start dates: Continuous

Real Property Law **RE 905**

Day: 4 hours daily
0830-1230 hrs.
Night: 4 hours daily
1800-2200 hrs.
Adelaide Campus
40 hours
Fee: $115.00

Course Content: History of real property law; rights and limitations of ownership; estates in land, interests less than estates, leases; covenants, transfer of interests in land; role of the real estate agent; mortgage law, contract law, use of real estate forms; the lawyer and the agent, Real Estate and Business Broker's Act; Condominium Act; Planning Act; Income Tax Act, Land Speculation Act, Land Transfer Act; Expropriation Act; review.
Fee includes exam fee. Text book extra

Start dates: Continuous

Note: For information on start dates for the Real Estate course phone 967-1212, ext. 595.

Commercial Real Estete **RE 904**

Day: 4 hours daily
0830-1230 hrs.
Night: 4 hours daily
1800-2200 hrs.
Adelaide Campus
40 hours
Fee: $115.00

Course Content. Scope of the commercial investment field, the municipality, planning and zoning; development of the region; feasibility studies, the office building — developer's and tenant's viewpoint; the shopping centre — developer's and tenant's viewpoint; apartment building; ownership versus leasing — co-operatives and condominiums, investment — comparison of types and legal and tax problems; syndication; sale of business — the Real Estate and Business Broker's Act and the Bulk Sales Act; financing commercial projects — lender's and borrower's viewpoint.
Fee includes exam fee. Text book extra.

Start dates: Continuous

Principles of Mortgage Financing **RE 902**

Day: 4 hours daily
0830-1230 hrs.
Night: 4 hours daily
1800-2200 hrs.
Adelaide Campus
40 hours
Fee: $115.00

Course Content: Mortgage terminology; mortgages as an investment; the mortgage market; types of mortgages and lenders, the borrower's needs; the lender's needs; submitting the application for a mortgage; the role of secondary financing; mortgage specialties; property appraisals.
Fee includes exam fee. Text book extra.

Start dates: Continuous

1915 – An air-frame instruction class at the University of Toronto during World War I.
Photo credit: City of Toronto Archives.

An Introduction to Real Estate — Segment III **RE 900C**

Day: 6 hours daily
0830-1530 hrs.
Night: 3 hours daily
1830-2130 hrs.
Adelaide Campus
60 hours
Fee: $135.00

Prerequisites: Evidence of completion of Segment II; 75% pass mark on examination for Segment II.
Course Content: This segment is comprised of case studies designed to give participants an opportunity to focus on practical situations they would encounter in a day to day Real Estate operation.
Text book extra.

Start dates: Continuous

Driver Training

Transport Driving **TRANS 900**

Saturday, 0800-1800 hrs.
St. James Campus
60 hours
Fee: $290.00

Prerequisite: Class "D" License. One year's driving experience on a straight truck, 3 ton or larger; medical examination in accordance with licensing.

Start date:
September 11, 1982

Driver Training **TRANS 901**

Saturday, 0800-1800 hrs.
St. James Campus
60 hours
Fee: $290.00

Prerequisite: Class "G" license and one year's experience driving an automobile or "G" license vehicle.

Start date:
September 11, 1982

Transport Driver Trainer **TRANS 903**

St. James Campus
30 hours
Fee: $115.00

Prerequisite: Current Ontario driver's license and 5 year's experience of driving, the vehicle for which instruction is to be given and/or recommendation of employer.

NOTE: For information on start dates of truck driving courses, phone 967-1212 ext. 283/4/5.

MATHEMATICS & SCIENCE

Mathematics and Science

Mathematics

Mathematics I MATH 100X

Tuesday (Fall)
Tuesday and Thursday (Spring)
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Fundamental concepts and operations of arithmetic and algebra, electronic calculator, functions and graphs, trigonometric functions, simple linear equations, algebraic factoring and fractions, quadratic equations, graphs of quadratics, graphs of the trig functions, oblique triangles, exponents and radicals.

Start dates:
September 28, 1982
April 26, 1983

Mathematics II MATH 200X

Tuesday (Fall)
Tuesday and Thursday (Spring)
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: MATH 100 or equivalent.
Course Content: Algebraic notations: binomial theorem, Trigonometry: Analytic Geometry: the straight line, loci, conics, second degree equations. Differential Calculus: limits, derivatives of product, quotient and power functions, rate of change, maxima and minima. Integration: indefinite and definite integrals, areas under the curve, volumes of revolution.

Start dates:
September 28, 1982
April 26, 1983

Mathematics MATH 530X

Tuesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

This course is designed to prepare the student for future studies at the post-secondary level in technical mathematics; also suitable for electrical apprentices who require credit at the intermediate and advanced levels.
Algebraic operations, factoring, linear and quadratic equations, trigonometry, solution of right angle and oblique triangles, logarithms and vectors.

Start data:
September 28, 1982

Treda
Mathematics I MATH 610X

Tuesday, 1900-2200 hrs.
Casa Loma Campus
45 hours
Fee: $50.00

This course is designed for tradesmen, apprentices, and persons desiring a foundation in trade Mathematics — basic and intermediate levels for most trades.
Course Content: Whole numbers, fractions, decimals and percentages applied to trade problems; square root calculations and the Pythagorean theorem; calculations involving circles, triangles, compound areas and volumes; manipulation of trade formulae.

Start date:
September 28, 1982

Trade
Mathematics II MATH 630X

Tuesday, 1900-2200 hrs.
Casa Loma Campus
45 hours
Fee: $50.00

This course is designed for tradesmen, apprentices and persons desiring advanced study in trade mathematics — intermediate and advanced level for most trades.
Course Content: Manipulation of more complex trade formulae; mensuration; graphs, charts and trade estimating, ratio, proportion and variation.

Start dete:
September 28, 1982

Mathematics
for Nursing MATH 955

Monday, 1900-2200 hrs.
Casa Loma Campus
45 hours
Fee: $60.00

This course is designed to prepare those intending to enter a career in nursing and whose mathematics capability is such that the skills required are in need of upgrading. The course is also intended for those already in related nursing fields and who wish to update and refresh their computational skills.

Start dete:
Februery 21, 1983

Computer

Introductory Microcomputar
Progremming PRGM 925

Wednesdey and Thursdey
1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $75.00

Course Content: Introduction to the microcomputer; hands-on experience; developing elementary graphics programs. Writing running and saving programs; the language 8ASIC: programming in BASIC; input and output techniques. Demonstrations in the use of software; including business, educational and entertainment uses. Development of elementary business, technical and/or administrative programs.

Start dates:
September 29 & 30, 1982
January 19 & 20, 1983
April 20 & 21, 1983

Introductory Microcomputar
Programming
Especially for
Junior Students PRGM 925

Saturday, 1300-1600 hrs.
Casa Loma Campus
30 hours
Fee: $75.00

Course Content: Introduction to the microcomputer; hands-on experience; developing elementary graphics programs. Writing, running and saving programs; the language 8ASIC; programming 8ASIC; input and output techniques. Demonstrations in the use of software; including business, educational and entertainment uses. Development of elementary business, technical and/or administrative programs.

Start dates:
September 25, 1982
Januery 22, 1983
April 23, 1983

Introductory Microcomputer
Programming — French
Language Instruction PRGM 925A

Tuesday
1900-2200 hrs.
St. James Campus
30 hours
Fee: $75.00

Introduction à la programmation sur micro-ordinateur — un cours pour ceux ou celles qui ont peu ou aucune experience du langage 8ASIC sur le P.E.T. Utilization du logiciel dans l'industrie, dans l'éducation et dans les loisirs.
Utilisation du clavier, des graphiques; usage du PRINT; genres d'INPUT et de OUTPUT dans un programme, branchements (goto), boucles (for...next), dimensions et sous-routines.

Start dates:
September 28, 1982
Januery 25, 1983
April 19, 1983

Microcomputer Programming
Techniques PRGM 935

Monday, 1900-2200 hrs.
Case Loma Campus
30 hours
Fee: $75.00

Course Content: Review of BASIC programming techniques; advanced looping and branching techniques. Advanced 8ASIC statements; subscribed variables; arrays. Algorithms and problem-solving methods; the use of flowcharting and/or pseudocode; program documentation. sorting techniques including Bubblesort and Shellsort. Introduction to file handling on cassette and disk; creating, maintaining, updating, sorting and merging files. Students will develop a project of their own choice.
Prerequisite PRGM 925 or equivalent.

Start dates:
September 27, 1982
Januery 17, 1983
April 18, 1983

MATHEMATICS & SCIENCE

Advanced Microcomputer
Programming
Techniques PRGM 955

Tuesdey, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $75.00

Course Content: Use and operation of the disk drive; advanced file handling with sequential and relative files; advanced sorting routines; file maintenance, updating and merging techniques; structured programming using Waterloo 8ASIC, program maintenance, use of the system monitor; binary and hexadecimal arithmetic; machine language introduction: assemblers and disassemblers; machine language subroutines used in 8ASIC programs.
Prerequisite. PRGM 935 microcomputer programming techniques or equivalent.

Start dates:
Septamber 28, 1982
Januery 18, 1983
April 19, 1983

Physical Science

Machenics I MECH 100X
Mondey (Fell), 1900-2200 hrs.
Monday & Wednesday (Spring)
Case Loma Campus
60 hours
Fee: $65.00
Prerequisite: MATH 100 or equivalent (prior to or concurrent with Mechanics 1).
Course Content: Basic principles of statics: coplanar, parallel and concurrent force systems, friction, centroids and centres of gravity, second moments of areas. Dynamics: basic principles, rectilinear motion, work, energy and power, impulse, momentum, impact.
Start data:
September 27, 1982
April 25, 1983

Health Science

Biology for
Health Sciencas 8IO 700X

Tuesday, 1900-2200 hrs.
St. Jamas Campus
65 hours
Faa: $70.00

Introduction to human biology and physiology in preparation for entrance into Nursing and Dental programs. This course is the equivalent of 8IO 700 (see Pre-Health Science program).

Start dete:
Januery 25, 1983

Pre-Health Science

Pre-Health Science Program

Monday to Friday
0800-1500 hrs.
St. James Campus
15 weaks
Fee: $220.00 (plus $10.00 for First Aid Examination Fee)

The following courses are offered as a daytime program, from 0800 to 1600 Monday to Friday at St. James Campus. Students enrolling in individual courses must enquire about the times of classes For information re applications call 967-1212, ext. 591. For course information phone 967-1212, ext. 523.

Start dates:

BIO 700 — Introductory Biology for Health Sciences
80 hours, Fee: $85.00
CHEM 700 — Chemistry for Health Sciences
48 hours, Fee: $55.00
ENG 700 — Pre-Health English
80 hours, Fee: $85.00
HR 700 — Human Relations
32 hours, Fee: $35.00
MATH 700 — Mathematics for Health Sciences
64 hours, Fee: $70.00
PHY 700 — Physics for Health Sciences
48 hours, Fee: $55.00
SOC 700 — Introduction to Social Science
48 hours, Fee: $55.00

Chemistry for
Health Sciences CHEM 700X

Thursday, 1900-2200 hrs.
St. Jamas Campus
45 hours
Faa: $50.00

Basic chemical principles required for life sciences, with applications in biology. This course is the equivalent of CHEM 700 (see Pre-Health science program).

Start dete:
September 27, 1982

Medical Terminology
Part I ANAT 100X

Tuesdey, 1900-2200 hrs.
Case Loma Campus
30 hours
Fee: $35.00

Course Content: Terminology related to normal structure and function of the various body systems.

Start dete:
Septembar 27, 1982

Coatings Technology

The following courses leading to certification jointly with the Toronto Society for Coatings Technology will be offered in the year 1980/81 in subsequent years other optional courses will be offered
More information about the Coatings Technology program, certification requirements and timetabling may be obtained by phoning 967-1212, ext. 523

Organic Coatings COAT 901

Thursday, 1900-2200 hrs.
St. Jamas Campus
60 hours
Faa: $85.00

Course Contents: (a) Raw materials, oils, natural and synthetic resins, solvents, driers and additives, prime (white, colour, organic-inorganic) and extender pigments. (b) Formulation of organic coatings: principles of formulation, dispersion, testing methods, lacquers, trade sales (solvent and water-borne), industrial corrosion and chemical resistant, specialty coatings, powder coatings, ink technology, surface preparation and application techniques.

Start dete:
Januery 13, 1983

Resins "A" COAT 902

Tuesday, 1900-2200 hrs.
St. Jamas Campus
45 hours
Faa: $60.00

Course Contents: Raw materials, manufacturing methods, types, properties, chemistry, curing mechanisms, formulating for special properties, additives, applications methods, uses of polyesters, alkyds and epoxies

Start dete:
Januery 11, 1983

Resins "B" COAT 903

Tuesday, 1900-2200 hrs.
St. Jamas Campus
45 hours
Fee: $60.00

Course Contents: Raw materials, manufacturing methods, types, properties, chemistry, curing mechanisms, formulating for special properties, characterization, analysis and applications in coatings of polyurethanes, acrylics, emulsions.

Start dete:
Februery 1, 1983

Coatings Leboratory COAT 907

Wednesdey, 1800-2200 hrs.
St. Jemes Campus
60 hours
Fee: $85.00

Prerequisite. COAT 901 or equivalent.
Quality control of raw materials, preparation and evaluation of lacquers, varnishes, solvent and waterborne coatings, report writing. Enrollment limited.

Start dates:
Januery 12, 1983

Pre-Technology

Pre-Technology
Courses

Monday to Friday
0800-1500 hrs.
Casa Loma Campus
Fee: $495.00

This series of courses will provide a realistic avenue of preparation for mature students not having the stated prerequisites to enter their chosen technology program by taking these courses the mature student will be given a general education providing a reasonable expectation of success in a technology program.
The courses are offered as a day time package Students wishing to enrol in individual classes must enquire about the scheduled times and fees by phoning 967-1212, ext. 426

MATH 713 — Pre-Technology Mathematics
MATH 714 — Computer Studies
PHY 711 — Introductory Physics
ENG 720 — English A Language Development
HR 700 — Liberal Studies, Life Skills and Human Relations
SC 700 — Introduction to Engineering Science
EL 714 — Introductory Electricity
MECH 707 — Precision Measurement
DRAFT 703 — Drafting
CHEM 714 — Introductory Chemistry
ENG 721 — English 8 Applied Communications
ELTC 722 — Introductory Electronics
MECH 708 — Introductory Metallurgy

Academic Upgrading/ College Preparatory

For Mathematics and Science Upgrading courses see the English and Liberal Studies section.

THEATRE & DANCE

Theatre and Dance

Acting

Two levels of Acting are offered for two terms of eight weeks each, six hours per week.
The Fall term begins October 4, 1982, and the Spring term on January 24, 1983. The courses are conducted in the Theatre Department at 530 King St. East (at River St.)
All students wanting to enrol in these courses are required to attend a preliminary orientation session one week prior to the start of each term, i.e. Monday, September 27, 1982 for the fall term and Monday, January 17, 1983 for the spring term at 1900 hours. Registration will take place at this time.
The orientation session enables the teachers to advise students of the class most suitable for them and ensure a consistent level in each group, which is to everyone's advantage.

Acting (Level 1) **THEA 900**

1900-2200 hrs.
530 King St. E.
48 hours
Fee: $85.00

Exploratory exercises and improvisations designed to make the students aware of themselves and their resources.

Acting (Level 2) **THEA 901**

1900-2200 hrs.
530 King St. E.
48 hours
Fee: $85.00

Text study, scene work, solo material and speeches for audition purposes.

School of Dance

Term 1 —
Sept. 13, 19B2 to Jan. 29, 19B3
Term 2 —
Jan. 31, 19B3 to June 11, 19B3

Regular Courses (Junior Division)

Pre-Ballet
Term 1 **DA 900A**

Saturday, 0900-1000 hrs.
Fee: $110.00

A special course aimed at encouraging creativity, body and spatial awareness and rhythmic sense as a preparation for more formal ballet training.
Minimum age 7 yrs.
Maximum age 9 yrs.

Pre-Ballet
Term 2 **DA 900B**

Saturday, 0900-1000 hrs.
Fee: $110.00

Continuation of DA 900A

Pre-Ballet
Additional Training **DA 900Z**

Variable hours for DA 900A-B

Ballet — Form 1
Term 1 **DA 901A**

Wednesday, 1715-1815 hrs.
Saturday, 1000-1100 hrs.
Fee: $190.00

The classical style of ballet, taught in a carefully graded curriculum, drawing on the Cecchetti, Royal Academy of Dance, Bournonville, French and Russian techniques.
Students must attend a minimum of two ballet classes per week but will be encouraged to take the maximum available at their level

Ballet — Form 1
Term 2 **DA 901B**

Wednesday, 1715-1815 hrs.
Saturday, 1000-1100 hrs.
Fee: $190.00

Continuation of DA 901A

Ballet — Form 1
Additional Training **DA 901Z**

Variable hours for DA 901A-B.

Ballet — Form 2
Term 1 **DA 902A**

Wednesday, 1830-1930 hrs.
Saturday, 1115-1215 hrs.
Fee: $190.00

Ballet Form 2
Term 2 **DA 902B**

Wednesday, 1830-1930 hrs.
Saturday, 1115-1215 hrs.
Fee: $190.00

Continuation of DA 902A

Ballet — Form 2
Additional Training **DA 902Z**

Ballet — Form 3
Term 1 **DA 903A**

Monday, 1630-1745 hrs.
Thursday, 1645-1800 hrs.
Fee: $190.00

1934 – The CNE Old Time Picnic Centennial Reunion.
Photo credit: City of Toronto Archives.

Ballet — Form 3
Term 2 **DA 903B**

Monday, 1630-1745 hrs.
Thursday, 1645-1800 hrs.
Fee: $190.00

Continuation of DA 903A

Ballet — Form 3
Additional Training **DA 903Z**

Variable training hours for DA 903A-B

Ballet — Form 4
Term 1 **DA 904A**

Thursday, 1815-1930 hrs.
Saturday, 1215-1330 hrs.
Fee: $190.00

Ballet — Form 4
Term 2 **DA 904B**

Thursday, 1815-1930 hrs.
Saturday, 1215-1330 hrs.
Fee: $190.00

Continuation of DA 904A.

Ballet — Form 4
Additional Training **DA 904Z**

Variable training hours for DA 904A-B

Ballet — Form 5
Term 1 **DA 905A**

Tuesday, 1845-2015 hrs.
Thursday, 1830-2000 hrs.
Fee: $190.00

Continuation of DA 905A

Ballet — Form 5
Term 2 **DA 905B**

Tuesday, 0845-2015 hrs.
Thursday, 1830-2000 hrs.
Fee: $190.00

Continuation of DA 905A

Ballet — Form 5
Additional Training **DA 905Z**

Variable training hours for DA 905A-B

Ballet — Form 6
Term 1 **DA 906A**

Wednesday, 1830-2000 hrs.
Friday, 1845-2015 hrs.
Fee: $190.00

Ballet — Form 6
Term 2 **DA 906B**

Wednesday, 1830-2000 hrs.
Friday, 1845-2015 hrs.
Fee: $190.00

Continuation of DA 906A.

Ballet — Form 6
Additional Training **DA 906Z**

Variable training hours for DA 906A-B.

Boys' Coaching
Term 1 **DA 911A**

Fee: $190.00

Special ballet classes for male dancers

Boys' Coaching
Term 2 **DA 911B**

Fee: $190.00

Continuation of DA 911A

Boys' Coaching
Term 2 **DA 911B**

Fee: $190.00
DA 911A-B

Composite Courses
(Form 3 to Form 6)

These special courses are designed to provide a more all-round training for those students interested in dance.

Ballet Form 3 Composite
Term 1 **DA 92BA**

Monday, Thursday and Saturday
Fee: $230.00

Prerequisite: Form 2 or permission of Director.
Designed for the serious Form 3 student who wishes to attend more than two ballet classes per week.

Ballet Form 3 Composite
Term 2 **DA 92BB**

Monday, Thursday and Saturday
Fee: $230.00

Prerequisite: Form 3 Composite Term I or permission of Director
Continuation of Ballet Form 3 Composite, Term 1

THEATRE & DANCE

Composite Additional Training Form 3 DA 928Z

Ballet Form 4 Composite Term 1 DA 929A

Thursdey and Seturdey
Fee: $230.00

Prerequisite: Ballet Form 3 or permission of Director.
Designed for the serious Form 4 student who wishes to attend more than two ballet classes per week.

Ballet Form 4 Composite Term 2 DA 929B

Thursdey and Saturday
Fee: $230.00

Prerequisite: Form 4 Composite Term 1 or permission of Director. Continuation of Ballet Form 4 Composite Term 1.

Composite Additional Training Form 4 DA 929Z

Composite Form 5 Term 1 DA 916A

Tuesday
Pointe — 1715-1815 hrs.
Ballet — 1845-2015 hrs.
Thursday
Ballet — 1645-1815 hrs.
Fee: $260.00

Composite Form 5 Term 2 DA 916B

Fee: $260.00

Continuation of DA 916A.

Composite Form 5 Additional Training DA 916Z

Variable training hours for DA 916A-B.

Composite Form 6 Term 1 DA 917A

Wednesdey
1830-2000 hrs. (Ballet)
Fridey
1700-1800 hrs. (Pointe)
1830-2000 hrs. (Ballet)
Fee: $260.00

Composite Form 6 Term 2 DA 917B

Fee: $260.00

Continuation of DA 917A.

Composite Form 6 Additional Treining DA 917Z

Variable training hours for DA 917A-B.

Pre Professional Course (Senior Division)

(Form 6 to Intermediete)

Designed for students wishing a more intensive training and who are interested in a professional career in dance. These courses involve an average of 10 hours a week in classes. For further information on these courses, contact the School of Dance directly at (416) 363-9945.

Pre-Professional — Form 6 Term 1 DA 922A

Fee: $300.00

Pre-Professional — Form 6 Term 2 DA 922B

Fee: $300.00

Pre-Professional — Form 6 Additional Treining DA 922Z

Ballet Pre-Elementery/ Pre-Professional Term 1 DA 927A

Fee: $345.00

Prerequisite: Form 6 or permission of Director.

Ballet Pre-Elementery/ Pre-Professional Term 2 DA 927B

Fee: $345.00

Prerequisite: Ballet Pre-Elementary Term 1

Ballet Pre-Elementary/ Pre-Professional (Additionel Treining) DA 927Z

Pre-Professionel — Elementery Term 1 DA 923A

Fee: $345.00

Pre-Professional — Elementary Term 2 DA 923B

Fee: $345.00

Pre-Professional — Elementery Additional Treining DA 923Z

Pre-Professional — Intermediete Term 1 DA 924A

Fee: $360.00

Pre-Professional — Intermediete Term 2 DA 924B

Fee: $360.00

Pre-Professional — Intermediete Additional Treining DA 924Z

All courses listed above lead to entry into the two-year diploma program designed to prepare the student for a professional career in dance. Admissons requirements for this program are the Ontario Secondary School Graduation Diploma or equivalent, advanced level ballet and an audition.

Non-Professional Courses

A special program for interested adults, amateur and professional actors, as well as former dance students not interested in a professional career in dance.
Fees are based on one class per week. Students may register for more than one class per week within their level.
Classes are offered in the evenings at various times throughout the week. For further information call The School of Dance directly at 363-9945.

Ballet 1 Term 1 NPDA 950A

Fee: $110.00

These courses are designed for adults and non-professionals who wish to combine meaningful exercise with a deeper understanding of the technical aspects of dance.

Ballet 1 Term 2 NPDA 950B

Fee: $110.00

Continuation of NPDA 950A.

Ballet 1 Additional Training NPDA 950Z

Variable training hours for NPDA 950A-B.

Ballet 2 Term 1 NPDA 951A

Fee: $110.00

Continuation of NPDA 950B.

Ballet 2 Term 2 NPDA 951B

Fee: $110.00

Continuation of NPDA 951A.

Ballet 2 Additional Treining NPDA 951Z

Variable training hours for NPDA 951A-B.

Ballet 3 Term 1 NPDA 952A

Fee: $110.00

Continuation of NPDA 951B.

Ballet 3 Term 2 NPDA 952B

Fee: $110.00

Continuation of NPDA 952A.

Ballet 3 Additional Treining NPDA 952Z

Variable training hours for NPDA 952A-B.

Ballet 4 Term 1 NPDA 953A

Fee: $110.00

Continuation of NPDA 952B

Ballet 4 Term 2 NPDA 953B

Fee: $110.00

Continuation of NPDA 953A.

Ballet 4 Additionel Treining NPDA 953Z

Variable training hours for NPDA 953A-B.

Ballet 5 Term 1 NPDA 954A

Fee: $110.00

Continuation of NPDA 953B

Ballet 5 Term 2 NPDA 954B

Fee: $110.00

Continuation of NPDA 954A

THEATRE & DANCE

Ballet 5 Additional Treining NPDA 954Z

Variable training hours for NPDA 954A-B

Jazz Beginners Term 1 NPDA 955A

Fee: $110.00

Jazz Beginners Term 2 NPDA 955B

Fee: $110.00

Continuation of NPDA 955A

Jazz Beginners Additional Treining NPDA 955Z

Variable training hours for NPDA 955A-B.

Jazz Intermediate Term 1 NPDA 956A

Fee: $110.00

Jazz Intermediate Term 2 NPDA 956B

Fee: $110.00

Continuation of NPDA 956A.

Jazz Intermediete Additionel Treining NPDA 956Z

Variable training hours for NPDA 956A-B.

Jazz Advanced Term 1 NPDA 957A

Fee: $110.00

Jazz Advanced Term 2 NPDA 957B

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Variable training hours for NPDA 957A-B

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